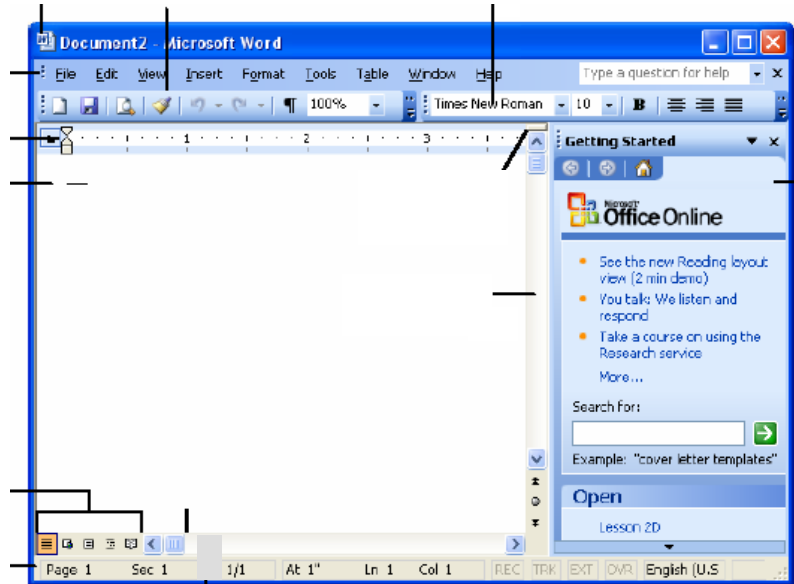




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<Ctrl> + <O>
<Ctrl> + <S>
<Ctrl> + <P>
<Ctrl> + <W>
<Ctrl> + <Z>
<Ctrl> + <Y> /
<F1>
<Alt> + <Tab>



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<Page Up>
<Page Down>
<Home>
<End>
<Ctrl> + <Home>
<Ctrl> + <End>
<F5>

:
<Ctrl> + <X>
<Ctrl> + <C>
<Ctrl> + <V>
<Insert>

:
<Ctrl> +
<Ctrl> + <I>
<Ctrl> + <U>
<Ctrl> + <L>
<Ctrl> + <E>
<Ctrl> + <R>
<Ctrl> + <J>

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<Ctrl>

<Ctrl> + <A>



.<Ctrl>+<N>

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.<Ctrl>+<S>

Save As ← File

Toolbars ← View

.<Ctrl>+<F>

Find ← Edit

Replace ← Edit

.<Ctrl>+<H>



.AutoFit

Delete Columns

Table

Delete Rows

Rows Columns ← Delete ←

Insert

Insert Columns

← Insert ← Table

Rows

Rows Columns



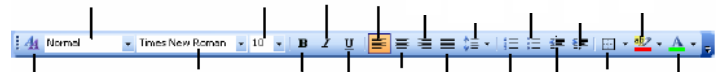
← Toolbars ← View

Clip ← Picture ← Insert

.Drawing

Art

.From File ← Picture ← Insert



Times New Roman



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.<Ctrl>+<M>

.<Ctrl>+<Shift>+<M>

Paragraph ← Format

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Page Setup ← File

Margins Tab

Page Setup ← File

Margins Tab

.Landscape / Portrait

Header ← View

and Footer

.<Ctrl>+<Enter>

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