



Find replace

- ✓ Find and Replace helps you to find words in a document and can let you replace all instances of a word by another word. This is particularly handy in long documents.
- ✓ To Find Press the **CTRL + F** and enter the text you want to search for.
- ✓ To Replace Press **Ctrl + H** and Type the word you want to replace in the Find box and Enter the New word in Replace box and Click Replace Button

To Print the Document - File Menu -> Print (or) Ctrl + P

Copy & Paste & Cut

The **cut** command removes the selected data from its original position and places it into the clipboard, while the **copy** command creates a duplicate and places it into the clipboard. The data from the clipboard is later inserted wherever a **paste** command is issued.

Cut	▪	Ctrl + X
Copy	▪	Ctrl + C
Paste	▪	Ctrl + V

