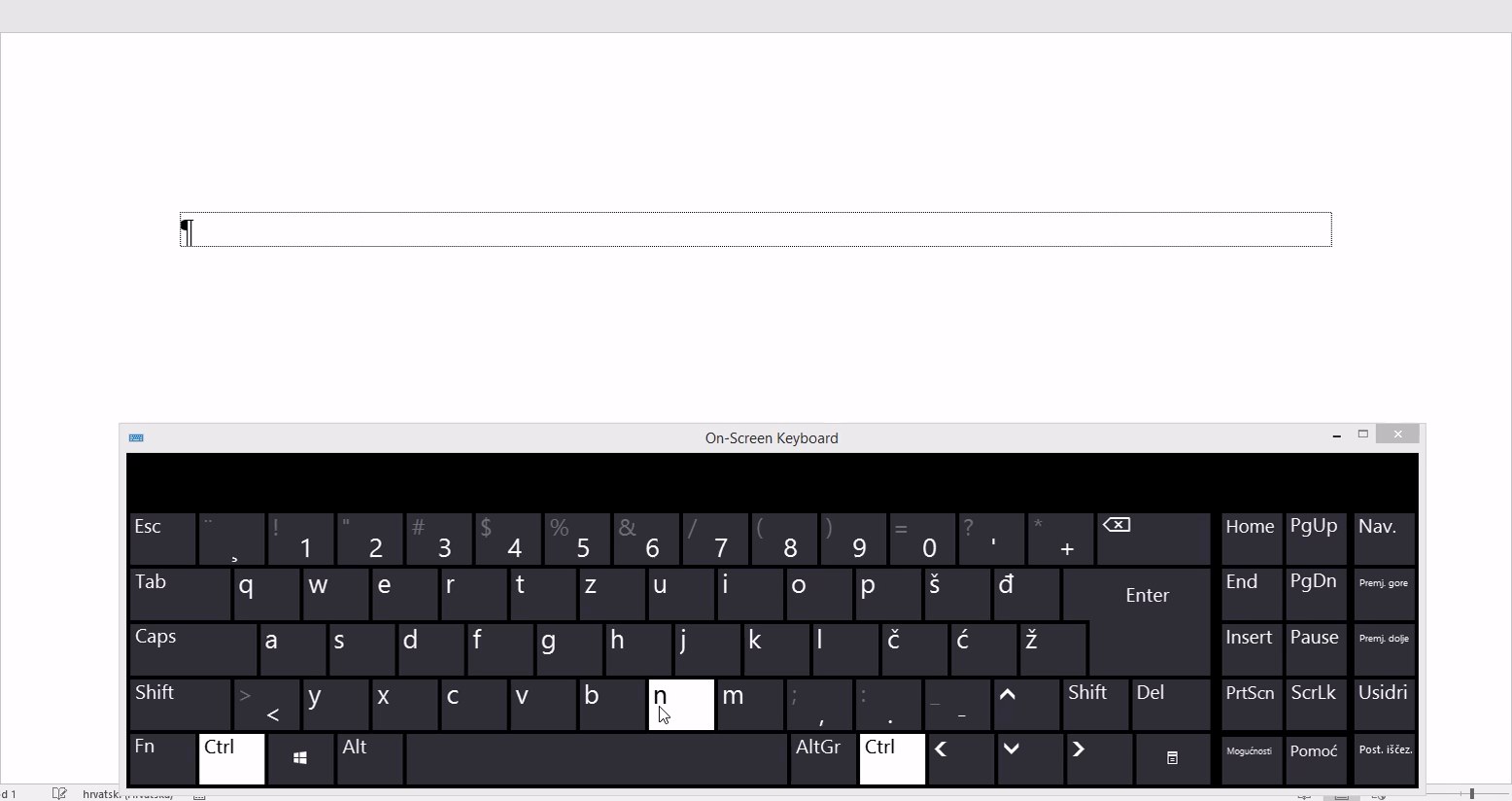
Atalhos CTRL+letra (N-Z)

**CTRL+N**  opens new, blank document window.

CTRL+N Coloca a Negrito o texto selecionado.

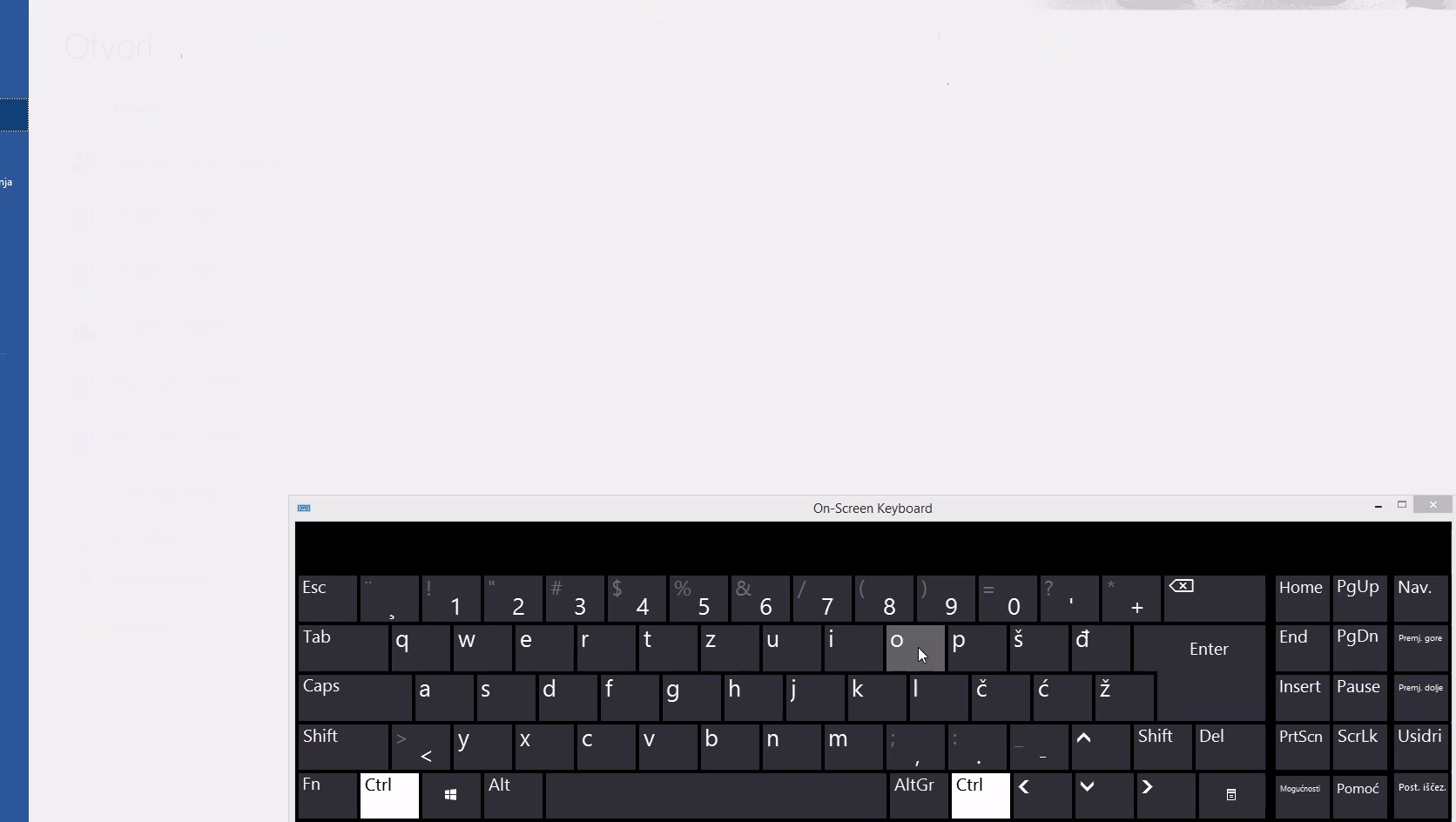


<https://sway.office.com/JnVOgN0GdBj6atJ5#content=OIh9Vg10XYOLVS>

- **CTRL+N**  opens new, blank document window.

**CTRL+O**  opens the dialog box or page for selecting a file to open.

CTRL+O Abre um documento Word em branco.

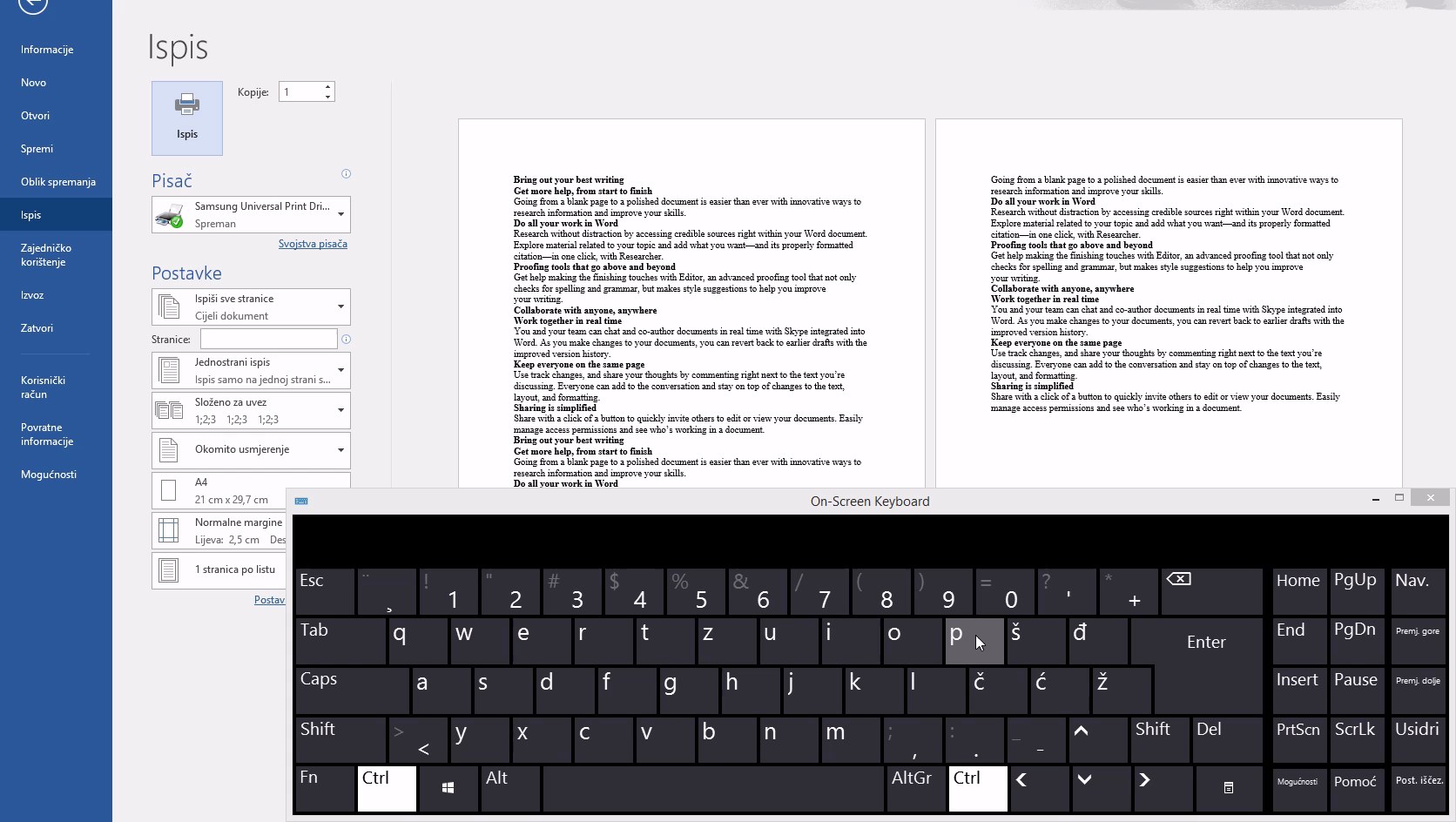


<https://sway.office.com/JnVOgN0GdBj6atJ5#content=iaNxKV8Un9is3w>

- **CTRL+O**  opens the dialog box or page for selecting a file to open.

**CTRL+P**  open the print window.

CTRL+P Abre o menu de impressão.

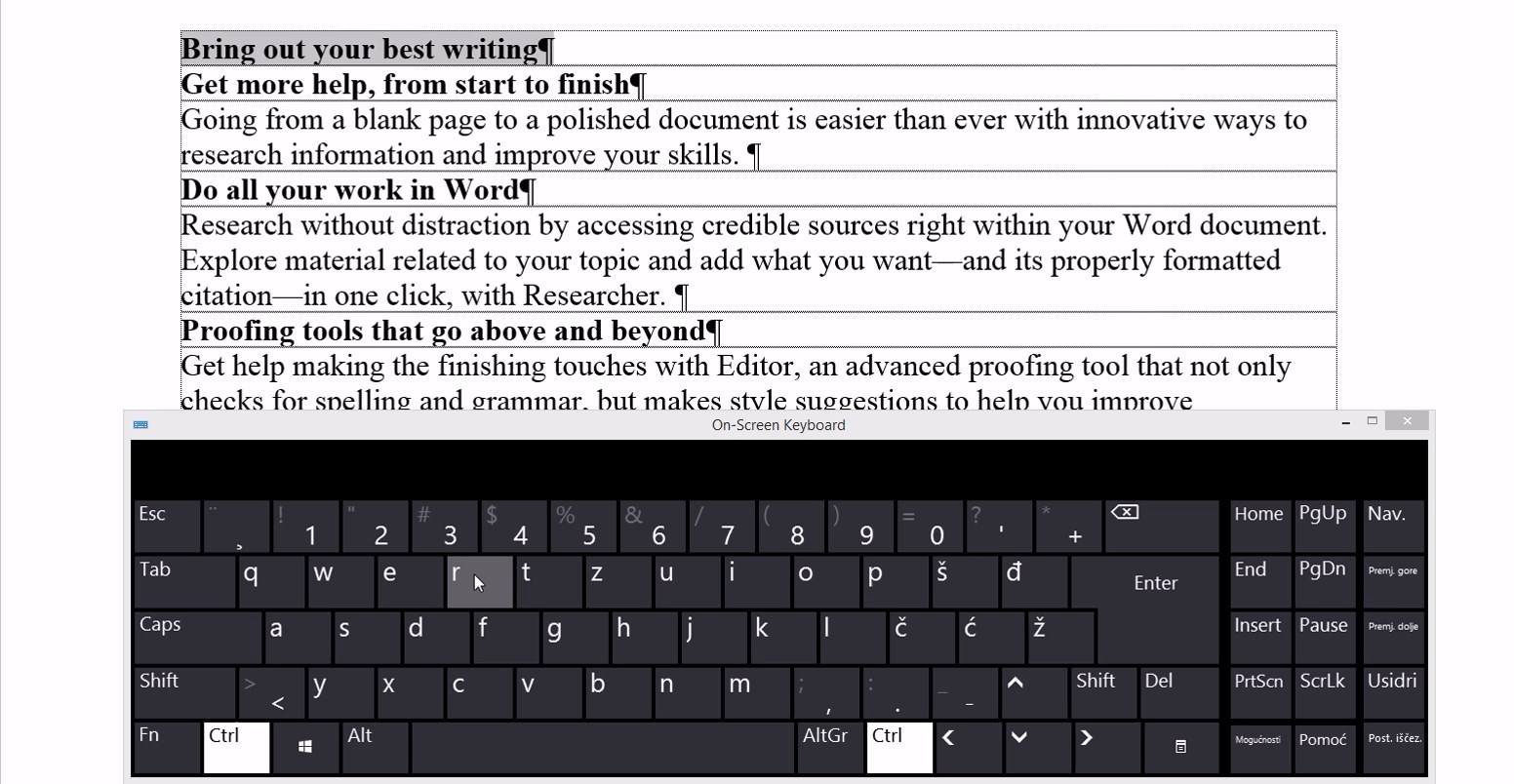


<https://sway.office.com/JnVOgN0GdBj6atJ5#content=5gYOzcqJiobuaU>

- **CTRL+P**  open the print window..

**CTRL+R**  aligns the line or selected text to the right of the screen.

**CTRL+R**  Refaz a última acção.

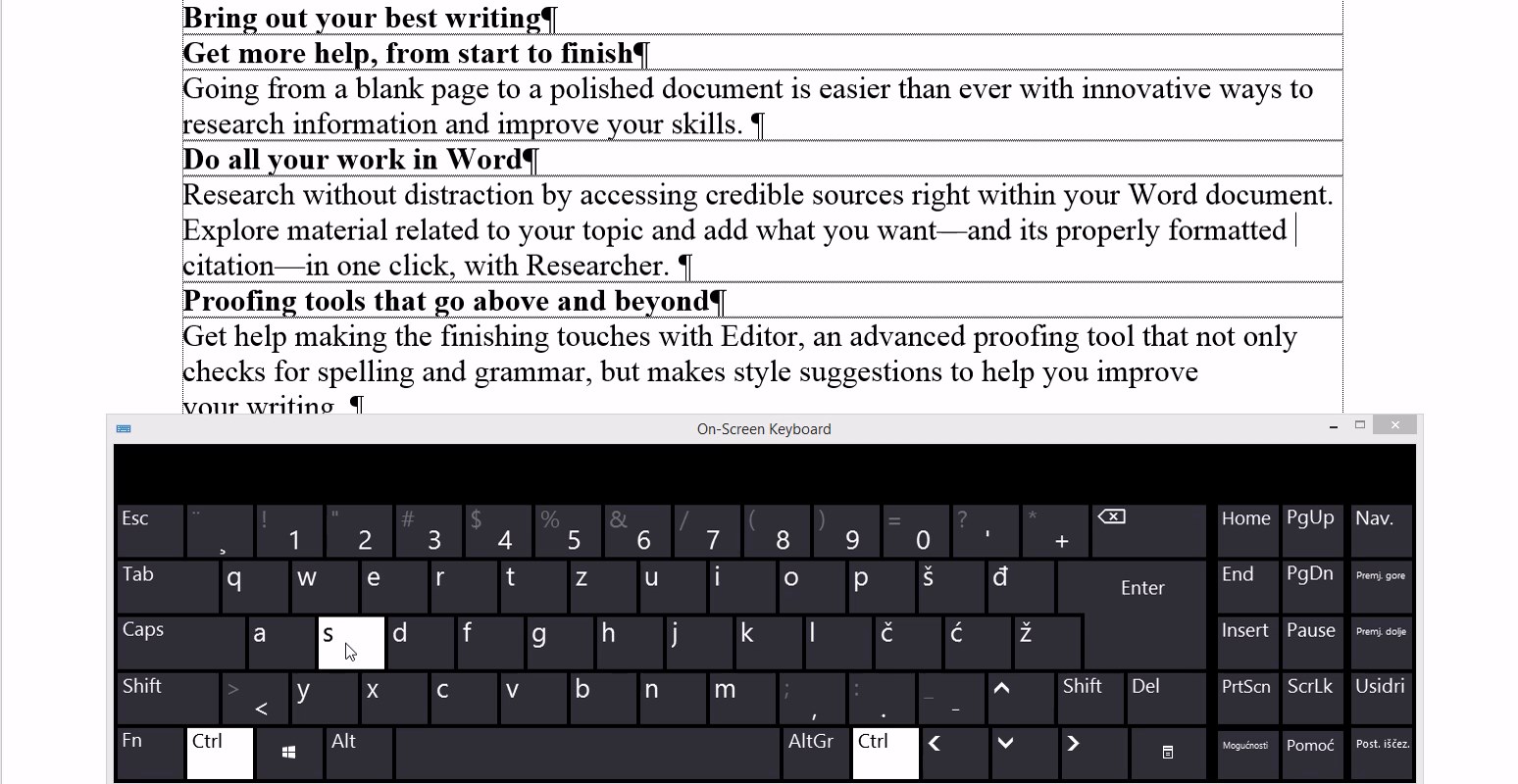


<https://sway.office.com/JnVOgN0GdBj6atJ5#content=jHWpserndHQqLp>

- **CTRL+R**  aligns the line or selected text to the right of the screen.

**CTRL+S**  Save the open document. Just like Shift+F12.

**CTRL+S**  Sublinha o texto selecionado.

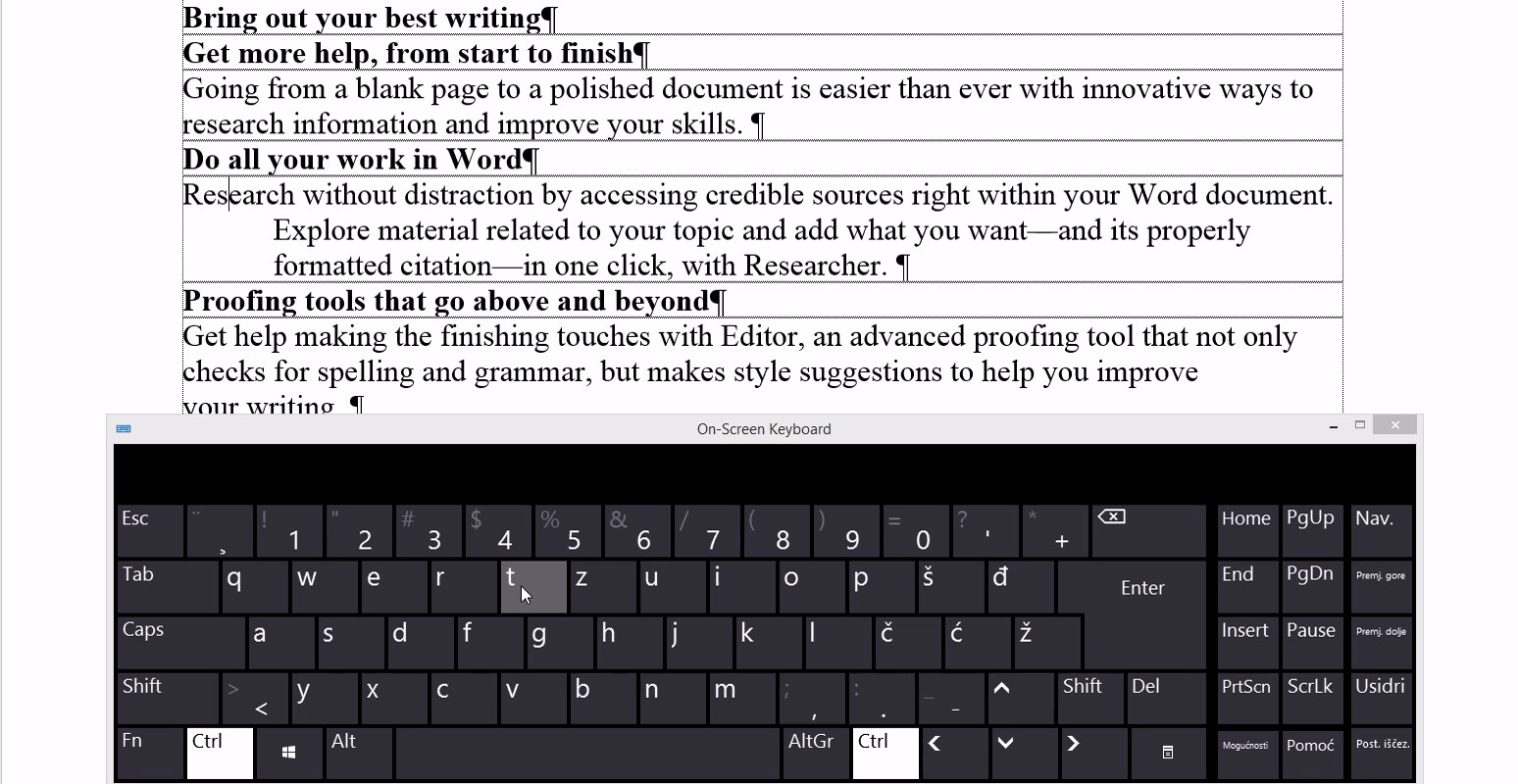


<https://sway.office.com/JnVOgN0GdBj6atJ5#content=Q3vmMspoHQwUTL>

- **CTRL+S**  Save the open document. Just like Shift+F12.

**CTRL+T**  Create a hanging indent.

CTRL+T Seleciona todo o documento.

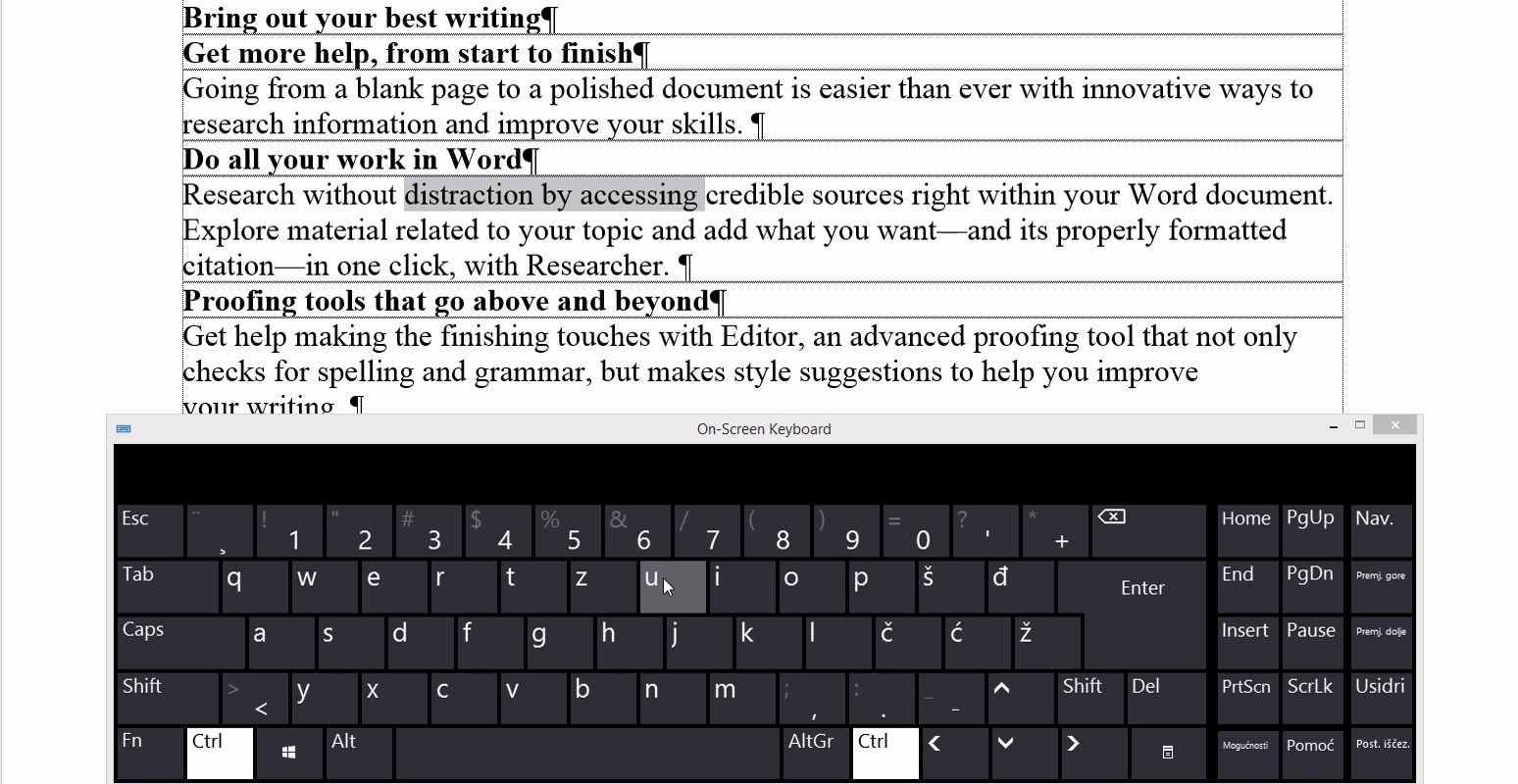


<https://sway.office.com/JnVOgN0GdBj6atJ5#content=I2ZrgV4ffj7N6h>

- **CTRL+T**  Create a hanging indent.

**CTRL+U**  Underline the selected text.

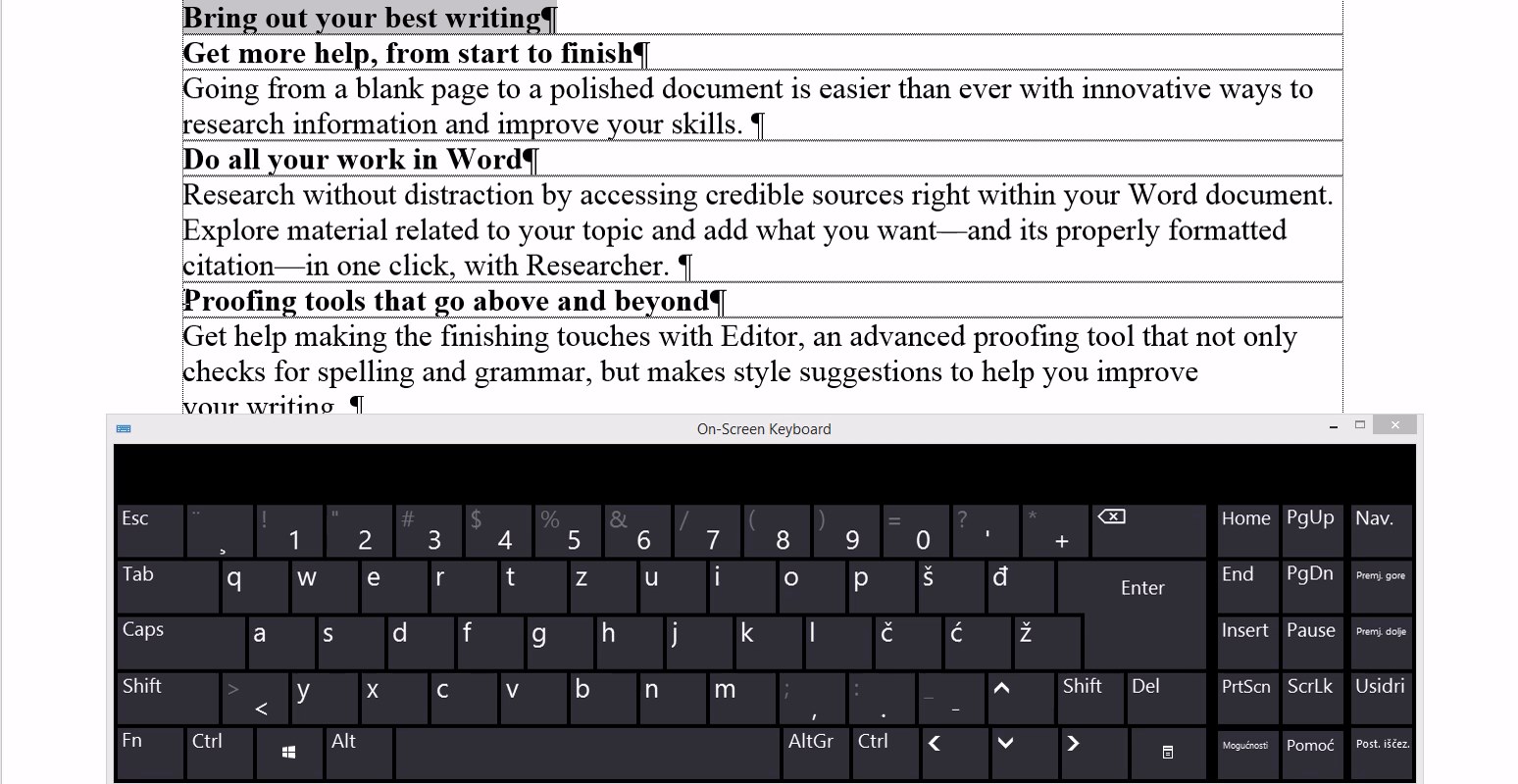
**CTRL+U**  Abre a janela de Localizar e substituir.



<https://sway.office.com/JnVOgN0GdBj6atJ5#content=07iUyGKcz4Y031>

- **CTRL+U**  Underline the selected text.

**CTRL+C** and **CTRL+V**  Copy and Paste.

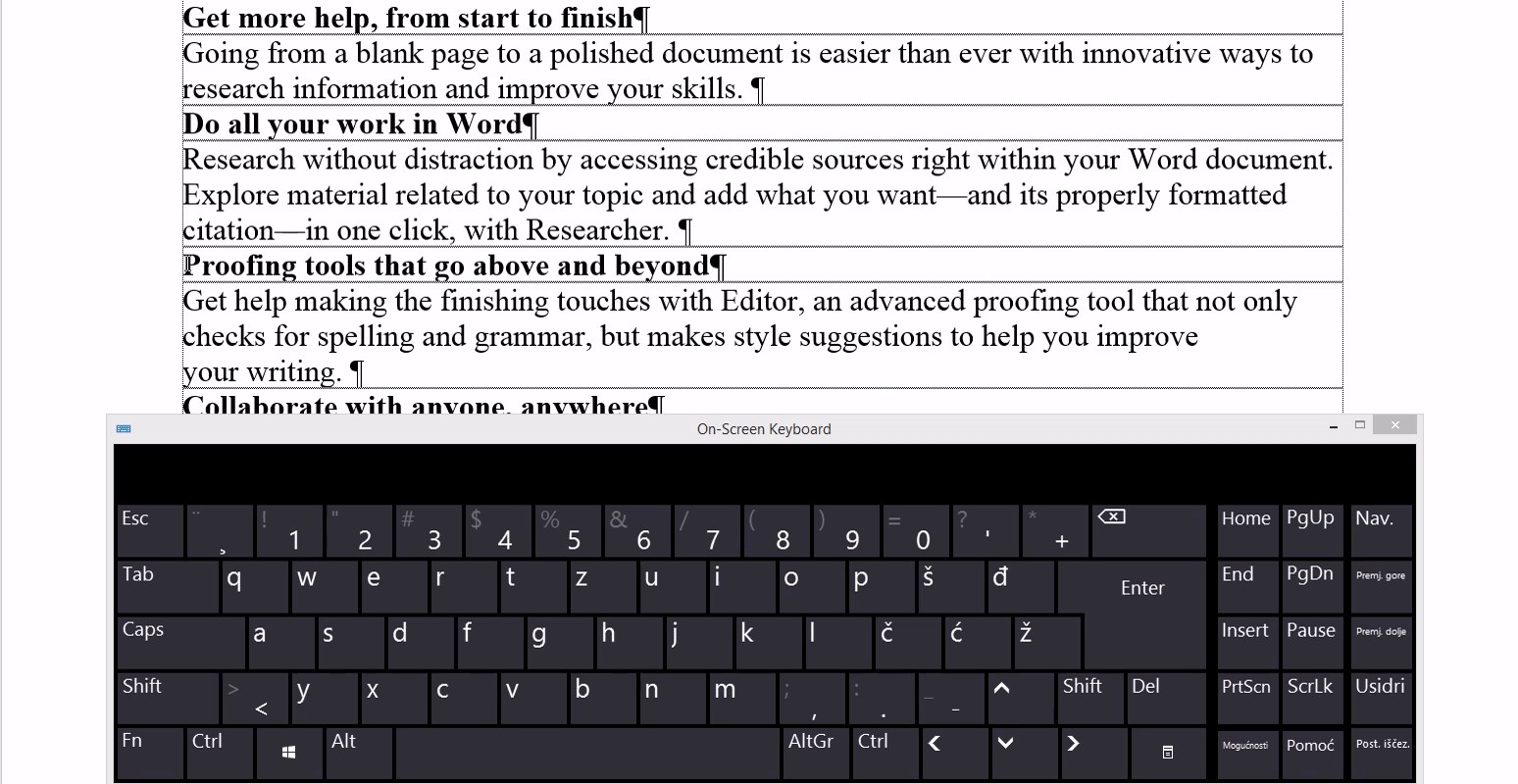


<https://sway.office.com/JnVOgN0GdBj6atJ5#content=ak9orFT2Lqtkld>

- **CTRL+C** and **CTRL+V**  Copy and Paste.

**CTRL+X** and **CTRL+V**  Cut selected text and paste it.

CTRL+X e CTRL+V Corta o texto selecionado e cola.



<https://sway.office.com/JnVOgN0GdBj6atJ5#content=KQxjJQguJFLFbY>

- **CTRL+X** and **CTRL+V**  Cut selected text and paste it.

On the end - standard shortcuts like in the other program languages or tools:

**CTRL+Y** Redo the last action performed.

**CTRL+Y** Alinha o texto ao centro.

CTRL+Z Undo the last action.

CTRL+Z Desfaz a última acção.