

Tips And Tricks

January 15, 2018

Shortcuts For Formatting

Document has mixed formatting and you want to use standard formatting

- For text - select text and press ctrl+shft+z or ctrl+spacebar – removes explicit character formatting
- For paragraphs – select paragraphs and press ctrl+q to remove formatting such as tabs, indents, and line spacing
- Return to normal style – select text and press ctrl+shft+n