

## Microsoft Word Shortcut keys

- **Ctrl + A** -- Select all contents of the page.
- **Ctrl + B** -- Bold highlighted selection.
- **Ctrl + C** -- Copy selected text.
- **Ctrl + X** -- Cut selected text.
- **Ctrl + N** -- Open new/blank document.
- **Ctrl + O** -- Open options.
- **Ctrl + P** -- Open the print window.
- **Ctrl + F** -- Open find box.
- **Ctrl + I** -- Italic highlighted selection.
- **Ctrl + K** -- Insert link.

- **Ctrl + U** -- Underline highlighted selection.
- **Ctrl + V** -- Paste.
- **Ctrl + Y** -- Redo the last action performed.
- **Ctrl + Z** -- Undo last action.
- **Ctrl + G** -- Find and replace options.
- **Ctrl + H** -- Find and replace options.
- **Ctrl + J** -- Justify paragraph alignment.
- **Ctrl + L** -- Align selected text or line to the left.
- **Ctrl + Q** -- Align selected paragraph to the left.
- **Ctrl + E** -- Align selected text or line to the center.
- **Ctrl + R** -- Align selected text or line to the right.

- **Ctrl + M** -- Indent the paragraph.
- **Ctrl + T** -- Hanging indent.
- **Ctrl + D** -- Font options.
- **Ctrl + Shift + F** -- Change the font.
- **Ctrl + Shift + >** -- Increase selected font +1.
- **Ctrl + ]** -- Increase selected font +1.
- **Ctrl + [** -- Decrease selected font -1.
- **Ctrl + 1** -- Single-space lines.
- **Ctrl + 2** -- Double-space lines.
- **Ctrl + 5** -- 1.5-line spacing.
- **Ctrl + Alt + 1** Change text to heading 1.

- **Ctrl + Alt + 2** Change text to heading 2.
- **Ctrl + Alt + 3** Change text to heading 3.
- **F1** -- Open Help.
- **Shift + F3** -- Change case of selected text.
- **Shift + Insert** -- Paste.
- **F4** -- Repeat the last action performed (Word 2000+).
- **F7** -- Spell check selected text and/or document.
- **Shift + F7** -- Activate the thesaurus.
- **F12** -- Save as.
- **Ctrl + S** -- Save.
- **Shift + F12** -- Save.

- **Alt + Shift + D** -- Insert the current date.
- **Alt + Shift + T** -- Insert the current time.
- **Ctrl + W** -- Close document.
- **Ctrl + Shift + \*** -- View or hide non printing characters.
- **Ctrl + (Left arrow)** -- Move one word to the left.
- **Ctrl + (Right arrow)** -- Move one word to the right.
- **Ctrl + (Up arrow)** -- Move to the beginning of the line or paragraph.
- **Ctrl + (Down arrow)** -- Move to the end of the paragraph.
- **Ctrl + Del** -- Delete the word to the right of the cursor.
- **Ctrl + Backspace** -- Delete the word to the left of the cursor.
- **Ctrl + End** -- Move the cursor to the end of the document.

- **Ctrl + Home** -- Move the cursor to the beginning of the document.
- **Ctrl + Space** -- Reset highlighted text to default font.