Delete Text and Graphics :-	
Backspace	Delete one character to the left.
Ctrl+Backspace	Delete one word to the left.
Delete	Delete one character to the right.
Ctrl+Delete	Delete one word to the right.
Ctrl+X	Cut selected text to the Office Clipboard.
Ctrl+Z	Undo the last action.
Ctrl+F3	Cut to the Spike. (Spike is a feature that allows you to collect groups of text from different locations and paste them in another location).
Copy and move text and graphics :-	
Press Alt+H to move to the Home tab, and then press F,O.	Open the Office Clipboard
Ctrl+C	Copy selected text or graphics to the Office Clipboard.
Ctrl+X	Cut selected text or graphics to the Office Clipboard.
Ctrl+V	Paste the most recent addition or pasted item from the Office Clipboard.
F2 (then move the cursor and press Enter)	Move text or graphics once.
Shift+F2 (then move the cursor and press Enter)	Copy text or graphics once.
Alt+F3	When text or an object is selected, open the Create New Building Block dialog box.
Shift+F10	When the building block — for example, a SmartArt graphic — is selected, display the shortcut menu that is associated with it.
Ctrl+F3	Cut to the Spike.
Ctrl+Shift+F3	Paste the Spike contents.
Alt+Shift+R	Copy the header or footer used in the previous section of the document.