Shortcuts for Microsoft Word	
Ctrl + A	Select all contents of the page
Ctrl + B	Bold highlighted selection
Ctrl + X	Cut selected text
Ctrl + C	Copy selected text
Ctrl + V	Paste selected text.
Ctrl + F	Open find box
Ctrl + H	Open replace box
Ctrl + G or F5	Go to
Ctrl + I	Italicize highlighted section
Ctrl + J	Justify paragraph
Ctrl + K	Insert hyperlink
Ctrl + U	Underline highlighted section
Ctrl + Shift + D	Double underline highlighted selection
Ctrl + Shift + W	Underline word
Ctrl + P	Open the print window
Ctrl + Y	Repeat the last action performed
Ctrl + Z	Undo last action
Ctrl + L	Aligns the line or selected text to the left of the screen
Ctrl + E	Aligns the line or selected text to the center of the screen
Ctrl + R	Aligns the line or selected text to the right of the screen
Ctrl + M	Indent the paragraph
Ctrl + N	New document
Ctrl + O	Open document
Ctrl + Shift + F	Change the font
Shift + F3	Underline words but not spaces
Ctrl + Shift + A	Format letters as all capitals
Ctrl + Shift + K	Format letters as small capitals
Ctrl + Shift + W	Underline words but not spaces
Ctrl + F3	Cut to the Spike
Ctrl + Shift + F3	Insert/Paste the contents of the Spike
Ctrl + Shift + F10	Activate the ruler
Ctrl + Shift + F10	Activate the ruler
Alt + Ctrl + S	Split the document window
Alt + Shift + C	Remove the document window split
Ctrl + Shift + >	Increase selected font + 1
Ctrl +]	Increase selected font + 1
Ctrl + Shift + <	Decrease selected font -1
Ctrl + [	Decrease selected font -1
Ctrl + Shift + *	View or hide non printing characters (¶ button)
Ctrl + left arrow	Moves one word to the left
Ctrl + right arrow	Moves one word to the right
Ctrl + up arrow	Moves to the beginning of the line or paragraph
Ctrl + down arrow	Moves to the end of the paragraph
Ctrl + Del	Deletes word to the right of cursor
Ctrl + Backspace	Deletes word to the left of cursor
Ctrl + End	Moves the cursor to the end of the document
Ctrl + Home	Moves the cursor to the beginning of the document
Ctrl + Spacebar	Reset highlighted text to the default font
Ctrl + Shift + Spacebar	Space (non-breaking)
Ctrl + Enter	Page break
Ctrl + 1	Single-space lines
Ctrl + 2	Double-space lines
Ctrl + 5	1.5-line spacing
Ctrl + Alt + 1	Changes text to heading 1
Ctrl + Alt + 2	Changes text to heading 2

Ctrl + Alt + 3	Changes text to heading 3
F1	Open Help
Shift + F3	Change the case of the selected text
Shift + F1	Reveal Formatting
Ctrl + F1	Task Pane
Shift + Insert	Paste
Shift + Enter	Line Break
Shift + F5	To the location of the insertion point when the document was last closed
Alt + Ctrl + Shift + Page Down	To the end of a window
Ctrl + Shift + Down Arrow	To the end of a paragraph
Ctrl + Shift + End	To the end of a document
Ctrl + Shift + F8, and then use the arrow keys; press Esc to cancel selection mode	To a vertical block to text
Ctrl + Shift + Home	To the beginning of a document
Ctrl + Shift + Up Arrow	To the beginning of a paragraph
F2	Move text or graphics
F4	Repeat the last action performed (2000 +)
F6	Go to next pane or frame
F7	Spell check selected text and or document
F8	Turn extend mode on
F10	Activate the menu bar
Esc	Turn extend mode off
F8 (press once to select a word, twice to select a sentence, and so forth)	Increase the size of a selection
F8, and then press Left Arrow or Right Arrow	Select the nearest character
Shift + F8	Reduce the size of a selection
Shift + F7	Activate the thesaurus
F12	Save as
Shift + F12	Save
Alt + F8	Macros
Ctrl + Shift + F5	Assign bookmark
Ctrl + F4	Close window
Ctrl + F7	Choose the Move command (Control menu)
Ctrl + F8	Choose the Size command (document Control menu)
Ctrl + F2 or Ctrl + Alt + I	Print Preview
Ctrl + Shift + Enter	Column Break
Alt + Ctrl + P	Show columns (page layout)
Alt + Ctrl + E	Add Endnote
Alt + Ctrl + F	Add Footnote
Ctrl + Shift + H	Hide/View hidden text
Alt + F4	Exit Word
Ctrl + Shift + hyphen	Non-breaking hyphen
Ctrl + hyphen	Optional hyphen
Ctrl + T	Indent hanging 1/2 inch
Ctrl + M	Indent paragraph
Ctrl + Shift + T	Reset hanging indent
Ctrl + Shift + M	Reset paragraph indent
Ctrl + 5	1.5 line spacing
Ctrl + 2	Double line spacing
Ctrl + 1	Single line spacing
Ctrl + 0 (zero)	Add or remove one line space preceding a paragraph
Alt + Shift + E	Mail merge - edit data document

Alt + Shift + F	Mail merge - insert merge field
Alt + Shift + N	Mail merge - merge document
Alt + Shift + K	Mail merge - preview mail merge
Alt + Shift + M	Mail merge - print merged document
Ctrl + =	Subscript
Ctrl + Shift + =	Superscript
Ctrl + Shift + E	Track changes
Alt + Ctrl + N	Switch to normal view
Alt + Ctrl + O	Switch to outline view
Alt + Ctrl + P	Switch to print layout view
Click, hold, and drag	Selects text from where you click and hold to the point you drag and let go
Double - click	Double-clicking a word selects the complete word
Double - click	Double-clicking on the left, center, or right of a blank line will make the alignment of the text left, center, or right aligned
Double - click	Double-clicking anywhere after text on a line will set a tab stop.
Triple - click	Selects the line or paragraph of the text the mouse triple-clicked
Ctrl + Mouse wheel	Zooms in and out of document
Alt + Click, hold, drag	Selects a column of text (very useful!)

Tables Shortcuts for Microsoft Word	
Alt + 5 on the numeric keypad (with Num Lock off)	Select an entire table
Alt + End	Last cell in a row
Alt + Home	First cell in a row
Alt + Page Down	Last cell in a column
Alt + Page Down	Last cell in a column
Alt + Page Up	First cell in a column
Down Arrow	Next row
Shift + Tab	Previous cell in a row
Tab	Next cell in a row
Up Arrow	Previous row
Click in the column's top or bottom cell. Hold down Shift and press the Up Arrow or Down Arrow key repeatedly	Select a column
Ctrl + Shift + F8, and then use the arrow keys; press Esc to cancel selection mode	Extend (or block)
Hold down Shift and press an arrow key repeatedly	Extend to adjacent cells
Shift + F8	Reduce the selection size
Ctrl + Shift + F8	Extend or block (then press an arrow key)

Fields Shortcuts for Microsoft Word	
Alt + Ctrl + L	A Listnum field
Alt + F1	Go to the next field
Alt + F9	Switch between all field codes and their results
Alt + Shift + D	A Date field
Alt + Shift + F1	Go to the previous field
Alt + Shift + F9	Run Gotobutton or Macrobutton from the field that displays the field results
Alt + Shift + P	A Page field
Alt + Shift + T	A Time field
Ctrl + F11	Lock a field
Ctrl + F9	Insert an empty field
Ctrl + Shift + F11	Unlock a field
Ctrl + Shift + F7	Update linked information in a Word source document
Ctrl + Shift + F9	Unlink a field
F11	Go to the next field
F9	Update selected fields
Shift + F11	Go to the previous field

Shift + F9	Switch between a field code and its result

Shortcuts for Foreign Letters and Special Characters in Microsoft Word	
Ctrl + ` (accent-grave) letter	à, è, ì, ò, ù
Ctrl + ` (accent-grave) shift + letter	À, È, Ì, Ò, Ù
Ctrl + ' (apostrophe) letter	á, é, í, ó, ú
Ctrl + ' (apostrophe) shift + letter	Á, É, Í, Ó, Ú
Ctrl + Shift + ^ (caret) letter	â, ê, î, ô, û
Ctrl + Shift + ^ (caret) letter	Â, Ê, Î, Ô, Û
Ctrl + Shift + ~ (tilde) letter	ã, ñ, õ
Ctrl + Shift + ~ (tilde) Shift + letter	Ã, Ñ, Õ
Ctrl + Shift + : (colon) letter	ä, ë, ï, ö, ü, ÿ
Ctrl + Shift + : (colon) Shift + letter	Ä, Ë, Ï, Ö, Ü, Ÿ
Ctrl + Shift + @ a or A	å, Å
Ctrl + Shift + & a or A	æ, Æ
Ctrl + Shift + & o or O	ce, CE
Ctrl + , (comma) c or C	c, C
Ctrl + ' (apostrophe) d or D	ð, Ð
Ctrl + / o or O	ø, Ø
Alt + Ctl + Shift + ?	¿
Alt + Ctrl + Shift + !	i
Ctrl + Shift + & S	ß
Alt + Ctrl + C	The copyright symbol
Alt + Ctrl + period	An ellipsis
Alt + Ctrl + R	The registered trademark symbol
Alt + Ctrl + T	The trademark symbol
Ctrl + Enter	A page break
Ctrl + F9	A field
Ctrl + hyphen	An optional hyphen
Ctrl + Shift + Enter	A column break
Ctrl + Shift + hyphen	A nonbreaking hyphen
Ctrl + Shift + Spacebar	A nonbreaking space
Enter (after typing the first few characters of the Auto Text Entry name and when the ScreenTip appears)	An AutoText entry

Format Painter in Microsoft Word

If you have text that has formatting you want to apply somewhere else in the document, you can do it without the task pane. Click anywhere inside the text with the format that you want to copy, then click the Format Painter button on the Standard toolbar. (This button looks like a paintbrush.) Then select the text you want to "paint" and Word formats that selection according to the source text's style or formatting. The Format Painter is handy if your source text is on screen and you have only one or two formatting changes to make, whereas the task pane will let you make a quick formatting change no matter how remote the source text is in your document. If you have many sources to change to the same formatting double click the format painter icon to lock in the style you have selected. Press Esc once you have finished your formatting and the cursor will return.

Make Your Own Shortcuts in Microsoft Word

To assign your own shortcuts not listed here, check out this page: Microsoft Office Online: Assign Shortcut Keys to Your Favorite Word Features.