

# MS Word 20 Shortcut keys

Number	Shortcut key	description
1.	Ctrl + O	Toggle 6pts of spacing above the <b>paragraph</b> . Select all contents of the page. <b>Bold</b> highlighted selection. Save the document under a different file name ( <b>save as</b> ) Open the <b>font</b> preferences window. Align the line or selected text to the center of the screen. Open find box. <b>Italic</b> highlighted selection. <b>Align</b> the selected text or line to justify the screen. Insert a <b>hyperlink</b> . Align the line or selected text to the left of the screen. Indent the paragraph. Open new, blank document window. Open the dialog box or page for selecting a file to open Open the print window. Quickly create a <b>bullet point</b> . Add double underline to the selected text. <b>Cut</b> selected text. Open font <b>window</b> to change the font Insert a <b>page break</b> .
2.	Ctrl + A	
3.	Ctrl + B	
4.	Ctrl + F,A	
5.	Ctrl + D	
6.	Ctrl + E	
7.	Ctrl + F	
8.	Ctrl + I	
9.	Ctrl + J	
10.	Ctrl + K	
11.	Ctrl + L	
12.	Ctrl + M	
13.	Ctrl + N	
14.	Ctrl + O	
15.	Ctrl + P	
16.	Ctrl + Shift + L	
17.	Ctrl + Shift + D	
18.	Ctrl + X	
19.	Ctrl + Shift + F	
20.	Ctrl + Enter	