|  |  |  |
| --- | --- | --- |
| Number | Shortcut key | description |
|  | Ctrl + 0 | Toggle 6pts of spacing above the **paragraph.** |
|  | Ctrl + A | Select all contents of the page. |
|  | Ctrl + B | **Bold** highlighted selection. |
|  | Ctrl + F,A | Save the document under a different file name (**save as**) |
|  | Ctrl + D | Open the **font** preferences window. |
|  | Ctrl + E | Align the line or selected text to the center of the screen. |
|  | Ctrl + F | Open find box. |
|  | Ctrl + I | **Italic** highlighted selection. |
|  | Ctrl + J | **Align** the selected text or line to justify the screan. |
|  | Ctrl + K | Insert a **hyperlink.** |
|  | Ctrl + L | Align the line or selected text to the left of the screen. |
|  | Ctrl + M | Indent the paragraph. |
|  | Ctrl + N | Open new, blank document window. |
|  | Ctrl + O | Open the dialog box or page for selecting a file to open |
|  | Ctrl + P | Open the print window. |
|  | Ctrl + Shift + L | Quickly create a **bullet point.** |
|  | Ctrl + Shift + D | Add double underline to the selected text. |
|  | Ctrl + X | **Cut** selected text. |
|  | Ctrl + Shift + F | Open font **window** to change the font |
|  | Ctrl + Enter | Insert a **page break.** |

# MS Word 20 Shortcut keys