

## MS WORDS SHORTCUT KEYS

No	Shortcut Keys	Usage
1	Ctrl+ A	Select all text
2	Ctrl+ B	Bold
3	Ctrl+ C	Copy
4	Ctrl+ D	Change the characters formatting
5	Ctrl+ P	Print
6	Ctrl+ V	Paste
7	Ctrl+ I	Italic
8	Ctrl+ O	Open document
9	Ctrl+ F	To quickly find the words
10	Ctrl+ R	To select the text to the right of the screen.
11	Ctrl+ S	To open the save document
12	Ctrl+ T	To create hanging indent(tab)
13	Ctrl+ X	Cut
14	Ctrl+ Y	Reduce previous undone action
15	Ctrl+ W	Close document
16	Ctrl+ U	Underline
17	Ctrl+ N	Create new document
18	Ctrl+ Shift	Enter currently time
19	Ctrl+;	Enter currently date