**MS WORDS SHORTCUT KEYS**

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| 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 |