|  |  |
| --- | --- |
| To do this | Press |
| Open | Ctrl+O |
| Save | Ctrl+S |
| Close | Ctrl+W |
| Cut | Ctrl+X |
| Copy | Ctrl+C |
| Paste | Ctrl+V |
| Select all | Ctrl+A |
| Bold | Ctrl+B |
| Italic | Ctrl+I |
| Underline | Ctrl+U |
| Decrease font size 1 point | Ctrl+[ |
| Increase font size 1 point | Ctrl+] |
| Center text | Ctrl+E |
| Left align text | Ctrl+L |
| Right align text | Ctrl+R |
| Cancel | Esc |
| Undo | Ctrl+Z |
| Re-do | Ctrl+Y |

Find these and other Microsoft Word Keyboard shortcuts on the Microsoft site:

<https://support.office.com/en-us/article/Keyboard-shortcuts-for-Microsoft-Word-on-Windows-95EF89DD-7142-4B50-AFB2-F762F663CEB2>