Microsoft Word shortcut keys

Below is a listing of the more commonly used shortcut keys in Microsoft Word. See the computer shortcuts page if you are looking for a list of shortcut keys used in other programs. Please be aware that some of these shortcuts may not work in all versions of Microsoft Word.

If the device you are using does not have function keys (F1-F12) on its keyboard, like a Chromebook, certain shortcuts will be unavailable to you.

Some of the Microsoft Word shortcut keys below may not work in Word 365.

Shortcut	Description

Ctrl+0	Toggles 6pts of spacing above the paragraph.
Ctrl+A	Select all contents of the page.
Ctrl+B	Bold highlighted selection.
Ctrl+C	Copy selected text.
Ctrl+D	Open the font preferences window.
Ctrl+E	Aligns the line or selected text to the center of the screen.
Ctrl+F	Open find box.
Ctrl+I	Italic highlighted selection.
Ctrl+J	Aligns the selected text or line to justify the screen.
Ctrl+K	Insert a hyperlink.
Ctrl+L	Aligns the line or selected text to the left of the screen.
Ctrl+M	Indent the paragraph.

Ctrl+N	Opens new, blank document window.
Ctrl+O	Opens the dialog box or page for selecting a file to open.
Ctrl+P	Open the print window.
Ctrl+R	Aligns the line or selected text to the right of the screen.
Ctrl+S	Save the open document. Like Shift+F12.
Alt+F, **A**	Save the document under a different file name.
Alt+X	Show the Unicode code of a highlighted character.
Ctrl+T	Create a hanging indent.
Ctrl+U	Underline the selected text.
Ctrl+V	Paste.
Ctrl+W	Close the currently open document.

Ctrl+X	Cut selected text.
Ctrl+Y	Redo the last action performed.
Ctrl+Z	Undo last action.
Ctrl+Shift+L	Quickly create a bullet point.
Ctrl+Shift+F	Change the font.
Ctrl+Shift+>	Increase selected font +1pts up to 12pt and then increase font +2pts.
Ctrl+]	Increase selected font +1pts.
Ctrl+Shift+<	Decrease selected font -1pts if 12pt or lower; if above 12, decreases font by +2pt.
Ctrl+[	Decrease selected font -1pts.
Ctrl+/+c	Insert a cent sign (¢).
Ctrl+'+<char>	Insert a character with an accent (acute) mark, where <char> is the character you want. For example, if

	you wanted an accented é you would use **Ctrl+'+e** as your shortcut key. To reverse the accent mark, use the opposite accent mark, often found on the tilde key.
Ctrl+Shift+*	View or hide non printing characters.
Ctrl+<left arrow>	Moves one word to the left.
Ctrl+<right arrow>	Moves one word to the right.
Ctrl+<up arrow>	Moves to the beginning of the line or paragraph.
Ctrl+<down arrow>	Moves to the end of the paragraph.
Ctrl+Del	Deletes word to right of cursor.
Ctrl+Backspace	Deletes word to left of cursor.
Ctrl+End	Moves the cursor to the end of the document.
Ctrl+Home	Moves the cursor to the beginning of the document.

Ctrl+Spacebar	Reset highlighted text to the default font.
Ctrl+1	Single-space lines.
Ctrl+2	Double-space lines.
Ctrl+5	1.5-line spacing.
Ctrl+Alt+1	Changes text to heading 1.
Ctrl+Alt+2	Changes text to heading 2.
Ctrl+Alt+3	Changes text to heading 3.
Alt+Ctrl+F2	Open new document.
Ctrl+F1	Open the Task Pane.
Ctrl+F2	Display the print preview.
Ctrl+Shift+>	Increases the selected text size by one font size.
Ctrl+Shift+<	Decreases the selected text size by one font size.

Ctrl+Shift+F6	Switches to another open Microsoft Word document.
Ctrl+Shift+F12	Prints the document.
F1	Open help.
F4	Repeat the last action performed (Word 2000+).
F5	Open the *Find*, *Replace*, and *Go To* window in Microsoft Word.
F7	Spellcheck and grammar check selected text or document.
F12	Save As.
Shift+F3	Change the text in Microsoft Word from uppercase to lowercase or a capital letter at the beginning of every word.
Shift+F7	Runs a Thesaurus check on the selected word.
Shift+F12	Save the open document. Like Ctrl+S.

Shift+Enter	Create a soft break instead of a new paragraph.
Shift+Insert	Paste.
Shift+Alt+D	Insert the current date.
Shift+Alt+T	Insert the current time.

You can also utilize the mouse to perform some common actions. The following section contains examples of mouse shortcuts.

Mouse shortcuts	Description
Click, hold, and drag	Selects text from where you click and hold to the point you drag and let go.
Double-click	If double-clicking a word, selects the complete word.
Double-click	Double-clicking on the left, center, or right of a blank line makes the alignment of the text left, center, or right aligned.

Double-click	Double-clicking anywhere after text on a line sets a tab stop.
Triple-click	Selects the line or paragraph of the text where the mouse is triple-clicked.
Ctrl+Mouse wheel	Zooms in and out of document.