

List of All Microsoft Office Word Shortcut Key Combinations

Microsoft Office Word (MS Word) is world's most used word processing software. It provides users many facilities to create, edit and publish their word documents. MS Word Shortcut Key combinations help the users manage, edit and create long word documents easily. In this post we present the list of all Microsoft Office Word shortcut key combinations using which you can create, edit or manage your MS Word documents easily.

List of All Microsoft Office Word Shortcut Keys

| All MS Word Shortcut Key Combinations with CTRL + "A-Z" | |
|---|-----------------------------------|
| Ctrl + A | Select all text in Word Document |
| Ctrl + B | Bold the selected Text |
| Ctrl + C | Copy the selected text |
| Ctrl + D | Open font formatting window |
| Ctrl + E | Center text |
| Ctrl + F | Find a word or phrase |
| Ctrl + G | Go to specific page or bookmark |
| Ctrl + H | Find and Replace a word or phrase |
| Ctrl + I | Italicize the text |
| Ctrl + J | Justify the text |
| Ctrl + K | Opens "Insert Hyperlink" window |
| Ctrl + L | Left align text |
| Ctrl + M | Indent a paragraph from the left |
| Ctrl + N | Open a new MS Word Document |
| Ctrl + O | Open an existing MS Word Document |
| Ctrl + P | Print the document |
| Ctrl + Q | Remove paragraph formatting |
| Ctrl + R | Right align text |

| | |
|-----------------|--|
| Ctrl + S | Save MS Word document |
| Ctrl + T | Create a hanging indent |
| Ctrl + U | Underline selected text |
| Ctrl + V | Paste copied text |
| Ctrl + W | Close Word Document |
| Ctrl + X | Cut selected text |
| Ctrl + Y | Redo an action previously undone or repeat an action |
| Ctrl + Z | Undo a previous action |

All MS Word Shortcut Key Combinations with CTRL + SHIFT + “A-Z”

| | |
|----------------------------|---|
| Ctrl + Shift + C | Copy formats |
| Ctrl + Shift + D | Double underline text |
| Ctrl + Shift + E | Track changes |
| Ctrl + Shift + F | Change the font |
| Ctrl + Shift + H | Apply hidden text formatting |
| Ctrl + Shift + K | Format letters as small capitals |
| Ctrl + Shift + L | Apply the list style |
| Ctrl + Shift + M | Remove the paragraph indent from the left |
| Ctrl + Shift + N | Apply the normal style |
| Ctrl + Shift + P | Change the font size |
| Ctrl + Shift + Q | Change the selection to Symbolic font |
| Ctrl + Shift + S | Apply a style |
| Ctrl + Shift + T | Reduce a hanging indent |
| Ctrl + Shift + V | Paste formats |
| Ctrl + Shift + W | Underline words but not spaces |
| Ctrl + Shift + > | Increase font size |
| Ctrl + Shift + < | Decrease font size |

All MS Word Shortcut Key Combinations with CTRL + ALT + “A-Z”

| | |
|-----------------------|--|
| Ctrl + Alt + I | Switch in or out of print preview |
| Ctrl + Alt + M | Insert a comment |

| | |
|---|---|
| Ctrl + Alt + R | Insert Registered trademark symbol |
| Ctrl + Alt + S | Insert copyright symbol |
| Ctrl + Alt + T | Insert trademark symbol |
| “All MS Word Shortcut Key Combinations” with CTRL + “Special Keys” | |
| Ctrl + [| Decrease size of selected text |
| Ctrl +] | Increase size of selected text |
| Ctrl + 1 | Single space lines |
| Ctrl + 2 | Double space lines |
| Ctrl + 5 | 1.5 space lines |
| Ctrl + 0 | Add/Remove one line space preceding a paragraph |
| Ctrl + Left Arrow | Move one word to the left |
| Ctrl + Right Arrow | Move one word to the right |
| Ctrl + Up Arrow | Move one paragraph up |
| Ctrl + Down Arrow | Move one paragraph down |
| Ctrl + Page Up | Go to the top of previous page |
| Ctrl + Page Down | Go to the top of next page |
| Ctrl + END | Go to the end of the document |
| Ctrl + Home | Go to the beginning of the document |
| Ctrl + Enter | Page break |
| Ctrl + Delete | Delete one word to the right |
| Ctrl + Backspace | Delete one word to the left |
| Ctrl + TAB | Insert a “TAB” character |

Learning all Microsoft Office Word key combinations is not easy but by practicing them daily, you can learn all MS Word shortcut keys easily.
