Microsoft Word Shortcut Keys

Useful MS(MicroSoft) Word Keyboard Shortcuts for improve your productivity and efficiency at work. It’s useful Ms Word shortcut(A to Z) keys for multiply document works.

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| **S.No** | **Shortcut** | **Description** |
| 1 | Ctrl + 0 | Toggles 6pts of spacing before a paragraph. |
| 2 | Ctrl + A | Select all contents of the page. |
| 3 | Ctrl + B | Bold highlighted selection. |
| 4 | Ctrl + C | Copy selected text. |
| 5 | Ctrl + D | Open the font preferences window. |
| 6 | Ctrl + E | Aligns the line or selected text to the center of  the screen. |
| 7 | Ctrl + F | Open find box. |
| 8 | Ctrl + I | Italic highlighted selection. |
| 9 | Ctrl + J | Aligns the selected text or line to justify the  screen. |
| 10 | Ctrl + K | Insert a hyperlink. |
| 11 | Ctrl + L | Aligns the line or selected text to the left of the  screen. |
| 12 | Ctrl + M | Indent the paragraph. |
| 13 | Ctrl + N | Opens new, blank document window. |
| 14 | Ctrl + 0 | Opens the dialog box or page for selecting a file  to open. |
| 15 | Ctrl + P | Open the print window. |
| 16 | Ctrl + R | Aligns the line or selected text to the right of the  screen. |
| 17 | Ctrl + S | Save the open document. Just like Shift + F12. |
| 18 | Ctrl + T | Create a hanging indent. |
| 19 | Ctrl + U | Underline the selected text. |
| 20 | Ctrl + V | Paste. |
| 21 | Ctrl + W | Close the currently open document. |
| 22 | Ctrl + X | Cut selected text. |
| 23 | Ctrl + Y | Redo the last action performed. |
| 24 | Ctrl + Z | Undo last action. |
| 25 | Ctrl + Shift + L | Quickly create a bullet point. |
| 26 | Ctrl + Shift + F | Change the font. |
| 27 | Ctrl + Shift + > | Increase selected font +lpts up to 12pt and then  increase font +2pts. |
| 28 | Ctrl + ] | Increase selected font +lpts. |
| 29 | Ctrl + Shift + < | Decrease selected font -Ipts if 12pt or lower; if  above 12, decreases font by +2pt. |
| 30 | Ctrl + [ | Decrease selected font -Ipts. |
| 31 | Ctrl + / + c | Insert a cent sign (4). |
| 32 | Ctrl + ' + <char> | Insert a character with an accent (grave) mark, where <char> is the character you want. For example, if you wanted an accented e you would use Ctrl + ' + e as your shortcut key. To reverse the accent mark use the opposite accent  mark, often on the tilde key. |
| 33 | Ctrl + Shift + \* | View or hide non printing characters. |
| 34 | Ctrl + < left arrow > | Moves one word to the left. |
| 35 | Ctrl + <right arrow> | Moves one word to the right. |
| 36 | Ctrl + <up arrow> | Moves to the beginning of the line or paragraph. |
| 37 | Ctrl + <down arrow> | Moves to the end of the paragraph. |
| 38 | Ctrl + Del | Deletes word to right of cursor. |
| 39 | Ctrl + Backspace | Deletes word to left of cursor. |
| 40 | Ctrl + End | Moves the cursor to the end of the document. |
| 41 | Ctrl + Home | Moves the cursor to the beginning of the  document. |
| 42 | Ctrl + Spacebar | Reset highlighted text to the default font. |
| 43 | Ctrl + 1 | Single-space lines. |
| 44 | Ctrl + 2 | Double-space lines. |
| 45 | Ctrl + 5 | 1.5-line spacing. |
| 46 | Ctrl + Alt + 1 | Changes text to heading 1. |
| 47 | Ctrl + Alt + 2 | Changes text to heading 2. |
| 48 | Ctrl + Alt + 3 | Changes text to heading 3. |
| 49 | Alt + Ctrl + F2 | Open new document. |
| 50 | Ctrl + F1 | Open the Task Pane. |
| 51 | Ctrl + F2 | Display the print preview. |
| 52 | Ctrl + Shift + > | Increases the selected text size by one. |
| 53 | Ctrl + Shift + < | Decreases the selected text size by one. |
| 54 | Ctrl + Shift + F6 | Switches to another open Microsoft Word  document. |
| 55 | Ctrl + Shift + F12 | Prints the document. |
| 56 | Fl | Open Help. |
| 57 | F4 | Repeat the last action performed (Word 2000+) |
| 58 | F5 | Open the Find, Replace, and Go To window in  Microsoft Word. |
| 59 | F7 | Spellcheck and grammar check selected text or  document. |
| 60 | F12 | Save As. |
| 61 | Shift + F3 | Change the text in Microsoft Word from uppercase to lowercase or a capital letter at the  beginning of every word. |
| 62 | Shift + F7 | Runs a Thesaurus check on the selected word. |
| 63 | Shift + F12 | Save the open document. Just like Ctrl + S. |
| 64 | Shift + Enter | Create a soft break instead of a new paragraph. |
| 65 | Shift + Insert | Paste. |
| 66 | Shift + Alt + D | Insert the current date. |
| 67 | Shift + Alt + T | Insert the current time. |

