**MS Word Short Cut Keys**

**Alt+F4🡺Pc Shut down**

**F5🡺Refresh**

**Alt +F🡺File menu**

**Ctrl+ N🡺New**

**Ctrl+ S🡺Save**

**Ctrl+ O🡺Open**

**Ctrl+ P🡺Print**

**Ctrl+ W🡺Close**

**F12🡺Save As**

**Ctrl+ A🡺 Select All**

**Ctrl+ C🡺 Copy**

**Ctrl+ V🡺 Paste**

**Ctrl+ X🡺 Cut**

**Ctrl+ Shift+ C🡺Format Painter Copy**

**Ctrl+ Shift+ V🡺Format Painter Paste**

**Ctrl+ Z🡺Undo**

**Ctrl+ Y🡺 Redo**

**Ctrl+ B🡺 Bold**

**Ctrl+ I🡺 Italic**

**Ctrl+ U🡺Underline**

**Ctrl+ L🡺 left align**

**Ctrl+ E🡺 center align**

**Ctrl+ R🡺 Right align**

**Ctrl+ J🡺 Justify**

**`Ctrl+ Shift+ >/ Ctrl +]🡺Increase Font Size**

**Ctrl+ Shift+ </ Ctrl +[🡺Decrease Font Size**

**Ctrl+ F🡺Find**

**Ctrl+ H🡺Replace**

**Ctrl+ G🡺 Go To**

**Ctrl+ F1🡺Hide Ribbons**

**F7🡺 Spelling & Grammar**