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| **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 |

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| **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 |
| **ALT+SHIFT+T** | Insert Current Time |
| **ALT+SHIFT+D** | Insert Current Date |
| **F7** | Spell Check |
| **Home** | Go to the beginning of current line |
| **End** | Go to the end of current line |
| **CTRL+Home** | Go to the beginning of Word Document |
| **CTRL+End** | Go to the end of the Word Document |