

Description	ShortCut Keys	Action
General	Ctrl + N	New document
General	Ctrl + O	Open document
General	Ctrl + S	Save document
General	Ctrl + P	Print document
General	Ctrl + W	Close document
General	Ctrl + F4	Close Word
General	Ctrl + Z	Undo
General	Ctrl + Y	Redo
General	Ctrl + A	Select all
General	Ctrl + X	Cut
General	Ctrl + C	Copy
General	Ctrl + V	Paste
General	Delete	Delete
General	Backspace	Delete to the left
Navigation	Ctrl + Home	Go to beginning of document
Navigation	Ctrl + End	Go to end of document
Navigation	Ctrl + ← (left arrow)	Move one word to the left
Navigation	Ctrl + → (right arrow)	Move one word to the right
Navigation	Ctrl + ↑ (up arrow)	Move one paragraph up
Navigation	Ctrl + ↓ (down arrow)	Move one paragraph down
Navigation	Ctrl + Page Up	Move one screen up
Navigation	Ctrl + Page Down	Move one screen down
Navigation	Alt + Ctrl + ↑ (up arrow)	Move to the top of the window
Navigation	Alt + Ctrl + ↓ (down arrow)	Move to the bottom of the window
Editing	Ctrl + F	Find
Editing	Ctrl + H	Replace
Editing	Ctrl + G	Go to
Editing	Ctrl + Shift + F	Format font
Editing	Ctrl + Shift + P	Font size
Editing	Ctrl + B	Bold
Editing	Ctrl + I	Italic
Editing	Ctrl + U	Underline
Editing	Ctrl + Shift + L	Bulleted list
Editing	Ctrl + Shift + >	Increase font size
Editing	Ctrl + Shift + <	Decrease font size
Editing	Ctrl + ]	Increase font size by 1 point
Editing	Ctrl + [	Decrease font size by 1 point
Editing	Ctrl + Space	Remove formatting
Editing	Ctrl + Shift + C	Copy formatting
Editing	Ctrl + Shift + V	Paste formatting
Paragraph Formatting	Ctrl + E	Center align
Paragraph Formatting	Ctrl + L	Left align
Paragraph Formatting	Ctrl + R	Right align
Paragraph Formatting	Ctrl + J	Justify
Paragraph Formatting	Ctrl + 1	Single spacing
Paragraph Formatting	Ctrl + 2	Double spacing
Paragraph Formatting	Ctrl + 5	1.5-line spacing
Paragraph Formatting	Ctrl + 0	Add/remove paragraph spacing before the paragraph
Lists	Ctrl + Shift + L	Bulleted list
Lists	Ctrl + Shift + Number	Apply a numbered list
Lists	Ctrl + Shift + Arrow	Move selected paragraphs up/down
Headers and Footers	Alt + Shift + P	Insert page number
Headers and Footers	Alt + Shift + D	Insert date
Headers and Footers	Alt + Shift + T	Insert time
Headers and Footers	Alt + Shift + N	Insert page count
Headers and Footers	Alt + Shift + O	Insert word count
Tables	Tab	Move to the next cell
Tables	Shift + Tab	Move to the previous cell
Tables	Alt + Shift + ↑ (up arrow)	Add a row above
Tables	Alt + Shift + ↓ (down arrow)	Add a row below
Tables	Alt + Shift + ← (left arrow)	Add a column to the left
Tables	Alt + Shift + → (right arrow)	Add a column to the right
Reviewing	Ctrl + Shift + E	Track changes
Reviewing	Ctrl + Shift + C	Comment
Reviewing	Ctrl + Shift + O	Accept change
Reviewing	Ctrl + Shift + R	Reject change
Reviewing	F7	Spell check
Miscellaneous	Ctrl + Enter	Insert a page break
Miscellaneous	Ctrl + Shift + Enter	Insert a column break
Miscellaneous	Ctrl + K	Insert hyperlink
Miscellaneous	Ctrl + Alt + M	Insert a comment