

# Microsoft Word Keyboard Shortcuts Cheat Sheet

## Navigation

Shortcut	Action
Ctrl+Home	Go to start of document
Ctrl+End	Go to end of document
Ctrl+Page Up/Page Down	Move between pages

## Editing

Shortcut	Action
Ctrl+C / Ctrl+X / Ctrl+V	Copy / Cut / Paste
Ctrl+Z / Ctrl+Y	Undo / Redo
Ctrl+A	Select all
Ctrl+Shift+C / Ctrl+Shift+V	Copy / Paste formatting

## Formatting

Shortcut	Action
Ctrl+B / Ctrl+I / Ctrl+U	Bold / Italic / Underline
Ctrl+= / Ctrl+Shift++	Subscript / Superscript
Ctrl+Shift+> / <	Increase / Decrease font size
Ctrl+E / Ctrl+L / Ctrl+R	Centre / Left / Right align

## Searching

Shortcut	Action
Ctrl+F	Find text
Ctrl+H	Find and replace

## Productivity

Shortcut	Action
Alt+Shift+D	Insert current date
Alt+Shift+T	Insert current time
Ctrl+K	Insert hyperlink