

## Table # 01 – Microsoft Word Shortcut Keys

Sr. No.	Shortcut keys	Use
1.	Ctrl + A	Select All
2.	Ctrl + B	Bold
3.	Ctrl + C	Copy
4.	Ctrl + D	Font
5.	Ctrl + E	Center Alignment
6.	Ctrl + F	Find
7.	Ctrl + G	Go To
8.	Ctrl + H	Replace
9.	Ctrl + I	Italic
10.	Ctrl + J	Justify Alignment
11.	Ctrl + K	Insert Hyperlinks
12.	Ctrl + L	Left Alignment
13.	Ctrl + M	Increase Indent
14.	Ctrl + Shift + M	Decrease Indent
15.	Ctrl + N	New
16.	Ctrl + O	Open
17.	Ctrl + P	Print
18.	Ctrl + Q	Normal Style
19.	Ctrl + R	Right Alignment
20.	Ctrl + S	Save / Save As
21.	Ctrl + T	Hanging Indent
22.	Ctrl + U	Underline
23.	Ctrl + V	Paste

24.	Ctrl + W	Close
25.	Ctrl + X	Cut
26.	Ctrl + Y	Redo
27.	Ctrl + Z	Undo
28.	Ctrl + 1	Single Spacing
29.	Ctrl + 2	Double Spacing
30.	Ctrl + 5	15 Lines
31.	Ctrl + ESC	Start Menu
32.	ESC	Cancel dialogue / command
33.	Enter	Perform an option or end a paragraph
34.	Tab	Move text according to the existing tab on horizontal ruler
35.	Windows	Start Menu
36.	Delete	Remove 1 characters on the right of the cursor
37.	Backspace	Removing 1 characters on the left of the cursor
38.	Insert	Character in cursor position
39.	Home	Move cursor position to the beginning of the line
40.	End	Move cursor position to end of line
41.	Page Up	Roll the screen up
42.	Page Down	Roll the screen down
43.	Up	Move Cursor 1 Line Up
44.	Down	Move Cursor 1 Line Down
45.	Left	Move Cursor 1 Characters to Left
46.	Right	Move Cursor 1 Characters to The Right
47.	Num Lock on	Function typing numbers and active math operators
48.	Num Lock Off	Active navigation button function
49.	Shift + F10	Open the shortcut, just like clicking right

50.	Alt	Button emphasis that is not combined with other buttons only
51.	Ctrl + Right Arrow	Move the insertion point to the beginning of the next word
52.	Ctrl + Left Arrow	Move the insertion point to the beginning of the previous word
53.	Ctrl + Down Arrow	Move the insertion point to the beginning of the next paragraph
54.	Ctrl + Up Arrow	Move the insertion point to the beginning of the previous paragraph
55.	Ctrl + Home	Move to first character
56.	Ctrl + End	Move to last character
57.	Alt + Shift + O	Mark a table of contents entry.
58.	Alt + Shift + I	Mark a table of authorities' entry (citation).
59.	Alt + Shift + X	Mark an index entry.
60.	Alt + Ctrl + F	Insert a footnote.
61.	Alt + Ctrl + D	Insert an endnote.
62.	Alt + Shift + >	Go to next footnote (in Word 2016).
63.	Alt + Shift + <	Go to previous footnote (in Word 2016).
64.	Alt + Q	Go to "Tell me what you want to do" and Smart Lookup (in Word 2016).
65.	Alt + W + F	Switch to Read Mode view
66.	Alt + Ctrl + P	Switch to Print Layout view.
67.	Alt + Ctrl + O	Switch to Outline view.
68.	Alt + Ctrl + N	Switch to Draft view.
<b>Table Shortcut keys</b>		
69.	Tab	Select the next cell's contents.
70.	Shift + Tab	Select the preceding cell's contents.
71.	Shift & Arrow	Extend a selection to adjacent cells. Hold down Shift and press an arrow key repeatedly
72.	Shift + Alt + Page Down	To select the column from top to bottom.

73.	Shift + Alt + Page Up	To select the column from bottom to top.
74.	Shift + Alt +End	To select the row from left to right.
75.	Shift + Alt + Home	To select the row from right to left.
76.	Alt + Home	To the first cell in a row.
77.	Alt + End	To the last cell in a row.
78.	Alt + Page Up	To the first cell in a column.
79.	Alt + Page Down	To the last cell in a column.
80.	Up Arrow	To the previous row.
81.	Down Arrow	To the next row.
82.	Alt + Shift + Up Arrow	Row up.
83.	Alt + Shift + Down Arrow	Row down.