

## **Below is a list of major shortcut keys in Microsoft Word**

<b>Shortcut</b>	<b>Description</b>
Ctrl + 0	Adds or removes 6pts of spacing before a paragraph.
Ctrl + A	Select all contents of the page.
Ctrl + B	Bold highlighted selection.
Ctrl + C	Copy selected text.
Ctrl + D	Open the font preferences window.
Ctrl + E	Aligns the line or selected text to the center of the screen.
Ctrl + F	Open find box.
Ctrl + I	Italic highlighted selection.
Ctrl + J	Aligns the selected text or line to justify the screen.
Ctrl + K	Insert link.
Ctrl + L	Aligns the line or selected text to the left of the screen.
Ctrl + M	Indent the paragraph.
Ctrl + P	Open the print window.
Ctrl + R	Aligns the line or selected text to the right of the screen.
Ctrl + T	Create a hanging indent.
Ctrl + U	Underline highlighted selection.
Ctrl + V	Paste.
Ctrl + X	Cut selected text.
Ctrl + Y	Redo the last action performed.
Ctrl + Z	Undo last action.
Ctrl + Shift + L	Quickly create a bullet point.
Ctrl + Shift + F	Change the font.
Ctrl + Shift + >	Increase selected font +1pts up to 12pt and then increases font +2pts.
Ctrl + ]	Increase selected font +1pts.
Ctrl + Shift + <	Decrease selected font -1pts if 12pt or lower, if above 12 decreases font by +2pt.
Ctrl + [	Decrease selected font -1pts.
Ctrl + / + c	Insert a cent sign (¢).
Ctrl + ' + <char>	Insert a character with an accent (grave) mark, where <char> is the character you want. For example, if you wanted an accented è you would use Ctrl + ' + e as your shortcut key. To reverse the accent mark use the opposite accent mark, often on the tilde key.
Ctrl + Shift + *	View or hide non printing characters.

Ctrl + <left arrow>	Moves one word to the left.
Ctrl + <right arrow>	Moves one word to the right.
Ctrl + <up arrow>	Moves to the beginning of the line or paragraph.
Ctrl + <down arrow>	Moves to the end of the paragraph.
Ctrl + Del	Deletes word to right of cursor.
Ctrl + Backspace	Deletes word to left of cursor.
Ctrl + End	Moves the cursor to the end of the document.
Ctrl + Home	Moves the cursor to the beginning of the document.
Ctrl + Spacebar	Reset highlighted text to the default font.
Ctrl + 1	Single-space lines.
Ctrl + 2	Double-space lines.
Ctrl + 5	1.5-line spacing.
Ctrl + Alt + 1	Changes text to heading 1.
Ctrl + Alt + 2	Changes text to heading 2.
Ctrl + Alt + 3	Changes text to heading 3.
Alt + Ctrl + F2	Open new document.
Ctrl + F1	Open the Task Pane.
Ctrl + F2	Display the print preview.
Ctrl + Shift + >	Increases the highlighted text size by one.
Ctrl + Shift + <	Decreases the highlighted text size by one.
Ctrl + Shift + F6	Opens to another open Microsoft Word document.
Ctrl + Shift + F12	Prints the document.
F1	Open Help.
F4	Repeat the last action performed (Word 2000+)
F5	Open the find, replace, and go to window in Microsoft Word.
F7	Spellcheck and grammar check selected text or document.
F12	Save as.
Shift + F3	Change the text in Microsoft Word from uppercase to lowercase or a capital letter at the beginning of every word.
Shift + F7	Runs a Thesaurus check on the word highlighted.
Shift + F12	Save.
Shift + Enter	Create a soft break instead of a new paragraph.
Shift + Insert	Paste.
Shift + Alt + D	Insert the current date.
Shift + Alt + T	Insert the current time.

In addition to the above shortcut keys users can also use their mouse as a method of quickly do something commonly performed. Below some are examples of mouse shortcuts.

<b>Mouse shortcuts</b>	<b>Description</b>
Click, hold, and drag	Selects text from where you click and hold to the point you drag and let go.
Double-click	If double-click a word, selects the complete word.
Double-click	Double-clicking on the left, center, or right of a blank line will make the alignment of the text left, center, or right aligned.
Double-click	Double-clicking anywhere after text on a line will set a tab stop.
Triple-click	Selects the line or paragraph of the text the mouse triple-clicked.
Ctrl + Mouse wheel	Zooms in and out of document.