

MS. WORD SHORTCUTS



Ctrl + A = Select all contents of the page

Ctrl + B = Bold highlighted selection

Ctrl + C = Copy selected text

Ctrl + X = Cut selected text

Ctrl + P = Open the print window

Ctrl + F = Open find box

Ctrl + I = Italic highlighted selection

Ctrl + K = Insert link

Ctrl + U = Underline highlighted selection

Ctrl + V = Paste

Ctrl + Y = Redo the last action performed

Ctrl + Z = Undo last action

Ctrl + L = Aligns the line or selected text
to the left of the screen

Ctrl + E = Aligns the line or selected text
to the center of the screen

Ctrl + R = Aligns the line or selected text
to the right of the screen

Ctrl + M = Indent the paragraph

Ctrl + Shift + F = Change the font

Ctrl + Shift + > = Increase selected font +1pts up
to 12pt and then increases font
+2pts.

MS. WORD SHORTCUTS



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 + Shift + * = View or hide non printing
characters

Ctrl + → = Moves one word to the right

Ctrl + ← = Moves one word to the left

Ctrl + ↑ = Moves to the beginning of the
line or paragraph

Ctrl + ↓ = Moves to the end of 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

MS. WORD SHORTCUTS



Ctrl + Alt + 1 = Changes text to heading 1

Ctrl + Alt + 2 = Changes text to heading 2

Ctrl + Alt + 3 = Changes text to heading 3

Ctrl + F1 = Open the Task Pane

F1 = Open Help

Alt + Ctrl + F2 = Open new document

Ctrl + F2 = Display the print preview

Shift + Insert = Paste

F4 = Repeat the last action
performed (Word 2000+)

F5 = Open the find, replace, and go
to window in Microsoft Word

Ctrl + Shift + F6 = Opens to another open
Microsoft Word document

F7 = Spell and grammar check
selected text and/or document

Shift + F7 = Runs a Thesaurus check on the
word highlighted

F12 = Save as

Shift + F12 = Save

Ctrl + Shift + F12 = Prints the document

Alt + Shift + D = Insert the current date

Alt + Shift + T = Insert the current time