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| **Shortcut** | **Description** |
| **Ctrl+0** | Toggles 6pts of spacing before a paragraph. |
| **Ctrl+A** | Select all contents of the page. |
| **Ctrl+B** | [Bold](https://www.computerhope.com/jargon/b/bold.htm) highlighted selection. |
| **Ctrl+C** | [Copy](https://www.computerhope.com/jargon/c/copy.htm) selected text. |
| **Ctrl+D** | Open the [font](https://www.computerhope.com/jargon/f/font.htm) preferences window. |
| **Ctrl+E** | Aligns the line or selected text to the center of the screen. |
| **Ctrl+F** | Open find box. |
| **Ctrl+I** | [Italic](https://www.computerhope.com/jargon/i/italic.htm) highlighted selection. |
| **Ctrl+J** | Aligns the selected text or line to justify the screen. |
| **Ctrl+K** | Insert a [hyperlink](https://www.computerhope.com/jargon/h/hyperlin.htm). |
| **Ctrl+L** | Aligns the line or selected text to the left of the screen. |
| **Ctrl+M** | Indent the paragraph. |
| **Ctrl+N** | Opens new, blank document window. |
| **Ctrl+O** | Opens the dialog box or page for selecting a file to open. |
| **Ctrl+P** | Open the print window. |
| **Ctrl+R** | Aligns the line or selected text to the right of the screen. |
| **Ctrl+S** | Save the open document. Just like Shift+F12. |
| **Alt, F, A** | Save the document under a different file name. |
| **Ctrl+T** | Create a hanging indent. |
| **Ctrl+U** | Underline the selected text. |
| **Ctrl+V** | [Paste](https://www.computerhope.com/jargon/p/paste.htm). |
| **Ctrl+W** | Close the currently open document. |
| **Ctrl+X** | [Cut](https://www.computerhope.com/jargon/c/cut.htm) selected text. |
| **Ctrl+Y** | Redo the last action performed. |
| **Ctrl+Z** | Undo last action. |
| **Ctrl+Shift+L** | Quickly create a [bullet point](https://www.computerhope.com/jargon/b/bullet.htm). |
| **Ctrl+Shift+F** | Change the font. |
| **Ctrl+Shift+>** | Increase selected font +1pts up to 12pt and then increase 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](https://www.computerhope.com/jargon/t/tilde.htm). |
| **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](https://www.computerhope.com/jargon/t/taskpane.htm). |
| **Ctrl+F2** | Display the [print preview](https://www.computerhope.com/jargon/p/prinprev.htm). |
| **Ctrl+Shift+>** | Increases the selected text size by one font size. |
| **Ctrl+Shift+<** | Decreases the selected text size by one font size. |
| **Ctrl+Shift+F6** | Switches 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](https://www.computerhope.com/jargon/u/uppercase.htm) to [lowercase](https://www.computerhope.com/jargon/l/lowercas.htm) or a capital letter at the beginning of every word. |
| **Shift+F7** | Runs a Thesaurus check on the selected word. |
| **Shift+F12** | Save the open document. Just like Ctrl+S. |
| **Shift+Enter** | Create a [soft break](https://www.computerhope.com/jargon/s/softretu.htm) instead of a new paragraph. |
| **Shift+Insert** | Paste. |
| **Shift+Alt+D** | Insert the current date. |
| **Shift+Alt+T** | Insert the current time. |

You can also utilize the mouse to perform some common actions. The following section contains examples of mouse shortcuts.

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| **Mouse shortcuts** | **Description** |
| **Click, hold, and drag** | Selects text from where you click and hold to the point you drag and let go. |
| **Double-click** | If double-clicking a word, selects the complete word. |
| **Double-click** | Double-clicking on the left, center, or right of a blank line makes 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](https://www.computerhope.com/jargon/t/tabstop.htm). |
| **Triple-click** | Selects the line or paragraph of the text where the mouse is triple-clicked. |
| **Ctrl+Mouse wheel** | Zooms in and out of document. |