APSU Writing Center
Microsoft Word Shortcuts

Here are some shortcuts when using Microsoft word that will speed up the typing process. Depending on the type of Word you are using including online, mobile, or 365 will depend on if these work.

Ctrl + A = Select all
Ctrl + B = Bold
Ctrl + C = Copy
Ctrl + D = Change character formatting
Ctrl + E = Align center
Ctrl + F = Find
Ctrl + G = Go to
Ctrl + H = Replace
Ctrl + I = Italics
Ctrl + J = Justify
Ctrl + K = Insert hyperlink
Ctrl + L = Left align
Ctrl + M = Indent
Ctrl + N = New document
Ctrl + O = Open document
Ctrl + P = Print
Ctrl + Q = Remove paragraph formatting
Ctrl + R = Right justify
Ctrl + S = Save
Ctrl + T = Create hanging indent (tab)
Ctrl + U = Underline
Ctrl + V = Paste
Ctrl + W = Close document
Ctrl + X = Cut
Ctrl + Y = Redo previously undone action
Ctrl + Z = Undo an action
Ctrl + 1 = Single-space lines
Ctrl + 2 = Double-space lines
Ctrl + 5 = 1.5-line spacing

Ctrl + Left Bracket [= decrease font size by 1 point
Ctrl + Right Bracket] = increase font size by 1 point
Ctrl + Shift + A = selected text to all capital letters
Ctrl + Shift + D = double underline to the selected text
Ctrl + Shift + E = enable or disable revision tracking
Ctrl + Shift + F = open font window
Ctrl + Shift + L = create a bullet point
Ctrl + Shift + * = view or hide non printing characters
Ctrl + Shift + > = increase font size
Ctrl + Shift + < = decrease font size
Ctrl +] = increase font size
Ctrl + [= decrease font size
Ctrl + / + C = insert a cent sign (¢)
Ctrl + Del = delete word right of cursor
Ctrl + Backspace = delete word left of cursor
Ctrl + End = move the cursor to the end of the document
Ctrl + Home = Move the cursor to the beginning of the document
Ctrl + Spacebar = Reset highlighted text to the default font
Ctrl + Enter = Insert a page break
Alt + F, A = save the document under a new name
Alt + X = show the Unicode code of a highlighted character
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
Esc = cancel a command

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The below shortcuts will work if you have the function keys on your keyboard.

F1 = opens help panel
Shift + F1 = opens reveal formatting panel
Alt + F1 = jumps to the next field
Alt + Shift + F1 = Jumps to the previous field

F2 = move text or objects
Ctrl + F2 = open the print window
Alt + Shift + F2 = save your document
Alt + Ctrl + F2 = pop up the open window

F3 = Expand an AutoText entry
Alt + F3 = Create an AutoText entry
Shift + F3 = Change the case of selected text
Ctrl + F3 = Cut selected text to the Spike
Ctrl + Shift + F3 = Insert the contents of the Spike

F4 = repeat your last action
Shift + F4 = repeat the last "Find" action
Ctrl + F4 = close the current document
Alt + F4 = quit Microsoft Word

F5 = open "Go To" tab on the Find and Replace window
Shift + F5 = jump the previous edit you made in your document
Ctrl + Shift + F5 = open Bookmark window

F6 = Go to the next pane or frame in your Word window
Shift + F6 = Go to the previous pane or frame
Ctrl + F6 = Go to the next open document window
Ctrl + Shift + F6 = Go to the previous open document window

F7 =Open the Editor pane and start a spelling and grammar check
Shift + F7 = Open the thesaurus
Alt + F7 = Find the next spelling or grammar error
Alt + Shift + F7 = Open the Translation pane

F8 = Enter Word's selection mode and expand a selection
Shift+F8 = Reduce a selection
Ctrl + Shift + F8 = Selects a column

F9: Update a field
Shift+F9: Reveal a field's code
Ctrl+F9: Insert new Empty Field { } braces
Ctrl+Shift+F9: Unlink a field
Alt+F9: Toggle the display of a field's code

F10: Show key tips
Shift+F10: Display a context menu
Ctrl+F10: Maximize document window
Alt+Shift+F10: Display a menu or window for an available selection

F11: Jump to the next field in your document
Shift+F11: Jump to the previous field in your document
Ctrl+F11: Lock a field so it cannot be edited
Ctrl+Shift+F11: Unlock a field
Alt+Shift+F11: Start the Microsoft Script Editor

F12: Open the Save As window
Shift+F12: Save your document
Ctrl+F12: Open the Open window
Ctrl+Shift+F12: Open the Print window