

Microsoft Word Shortcut Keys



- CTRL + SHIFT + C = Copy Formats
- CTRL + SHIFT + D = Double Underline text
- CTRL + SHIFT + E = Track changes
- CTRL + SHIFT + F = Change the font
- CTRL + SHIFT + H = Apply hidden text formatting
- CTRL + SHIFT + K = Format letters as small capitals
- CTRL + SHIFT + L = Apply the List style
- CTRL + SHIFT + M = Remove a paragraph indent from the left
- CTRL + SHIFT + N = Apply the Normal Style
- CTRL + SHIFT + P = Change the font size
- CTRL + SHIFT + Q = Change the selection to the Symbol font
- CTRL + SHIFT + S = Apply a style
- CTRL + SHIFT + T = Reduce a hanging indent
- CTRL + SHIFT + V = Paste Formats
- CTRL + SHIFT + W = Underline words but not spaces



Microsoft Word Shortcut Keys



**CTRL + H = Replace text with another text
or replace text with different
formatting**

CTRL + I = Italicize text

CTRL + J = Justify text

CTRL + K = Open Insert Hyperlink window

CTRL + L = Left align text

**CTRL + M = Indent a paragraph from the
left**

CTRL + N = Open new Word document



Microsoft Word Shortcut Keys



**CTRL + H = Replace text with another text
or replace text with different
formatting**

CTRL + I = Italicize text

CTRL + J = Justify text

CTRL + K = Open Insert Hyperlink window

CTRL + L = Left align text

**CTRL + M = Indent a paragraph from the
left**

CTRL + N = Open new Word document



Microsoft Word Shortcut Keys



CTRL + O = Open an existing Word document

CTRL + P = Print Word document

CTRL + Q = Remove paragraph formatting

CTRL + R = Right align text

CTRL + S = Save Word document

CTRL + T = Create a hanging indent

CTRL + U = Underline text

CTRL + V = Paste text

CTRL + W = Close Word document



Microsoft Word Shortcut Keys



CTRL + A = Select text

CTRL + B = Bold text

CTRL + C = Copy text

CTRL + D = Open font formatting window

CTRL + E = Center text

CTRL + F = Find a phrase

**CTRL + G = Go To a specific page or
book mark**



Microsoft Word Shortcut Keys



CTRL + X = Cut text

**CTRL + Y = Redo an action previously
undone OR repeat an action**

CTRL + Z = Undo a previous action



Microsoft Word Shortcut Keys



- CTRL +] = Increase size of selected text by one point
- CTRL + [= Decrease size of selected text by one point
- CTRL + SHIFT + > = Increase font size
- CTRL + SHIFT + < = Decrease font size
- CTRL + 1 = Single-space lines
- CTRL + 2 = Double-space lines
- CTRL + 5 = 1.5 space lines
- CTRL + 0 = Add/remove one line space preceding a paragraph
- CTRL + Left Arrow = Move one word to the left
- CTRL + Right Arrow = Move one word to the right
- CTRL + Up Arrow = Move one paragraph up
- CTRL + Down Arrow = Move one paragraph down
- CTRL + Page Up = Go to the top of previous page
- CTRL + Page Down = Go to the top of next page
- CTRL + END = Go to the end of document



Microsoft Word Shortcut Keys



CTRL + HOME = Go to the beginning of document

CTRL + ENTER = Page break

CTRL + DELETE = Delete one word to the right

CTRL + BACKSPACE = Delete one word to the left

CTRL + TAB = Insert a Tab character

CTRL + ALT + S = Copyright symbol

CTRL + ALT + R = Registered trademark symbol

CTRL + ALT + T = Trademark symbol

CTRL + ALT + M = Insert a comment

CTRL + ALT + I = Switch in or out of print preview