

Using Microsoft Word Shortcuts

Keyboard shortcuts to use on a Windows/PC computer

You can avoid reaching for the mouse if you are familiar with keyboard shortcuts. If you forget one of these, use the mouse and go to the menu bar. In each pull down menu you will see keyboard commands given in the right side of the window.

To use one of these combinations Hold the Ctrl or Alt key down and strike the letter key

Commonly used keyboard combinations

Ctrl+N	Open a new word document quickly.	Ctrl+X	Cut- Removes the selection from the active document and places it on the clipboard.
Ctrl+O	Opens a previously saved document.	Ctrl+C	Copies the selection to the clipboard
Ctrl+W	Closes the active window, but does not Exit Word.	Ctrl+V	Paste - Inserts the contents of the clipboard at the insertion point (cursor) or whatever is selected.
Ctrl+S	Saves the active document with its current file name, location and format.	Ctrl+A	Selects all text and graphics in the active window.
Ctrl+P	Prints the active file, also gives the opportunity to change print options	Ctrl+F	Find - Searches for specified text in the active document
Alt+F4	Exit - Closes Microsoft Word.	Ctrl+B	Bold - Formats selected text; make text bold, or remove bold formatting
Ctrl+Z	Undo the last action. This selection can be repeated several times.	Ctrl+I	Italic - Formats selected text; make text italic or remove italic
Ctrl+Y	Redo - After an action has been undone, it can be reinstated in the document.	Ctrl+U	Underline - Formats selected text; make text underlined or remove underline

Less commonly used keyboard combinations

Ctrl+Shift+>	Increase selected text two points	Ctrl+Shift++	Apply superscript formatting
Ctrl+Shift+<	Decrease selected text two points	Ctrl+=	Apply subscript formatting
Ctrl+]]	Increase selected text one point	Ctrl+Shift+C	Copy formats
Ctrl+[[Decrease selected text one point	Ctrl+Shift+V	Paste formats
Shift+F3	Change case of the letters	Ctrl+1	Single space lines
Ctrl+Shift+W	Underline words but not spaces	Ctrl+5	Set 1.5 line spacing
Ctrl+Shift+D	Double underline text	Ctrl+2	Double space lines
Ctrl+E	Center a paragraph	Ctrl+Backspace	Delete one word to the left
Ctrl+J	Justify a paragraph	Ctrl+Del	Delete one word to the right
Ctrl+L	Left align a paragraph	Ctrl+R	Right align a paragraph
Ctrl+M	Indent a paragraph from the left	Shift+Enter	Insert a line break
Ctrl+T	Create a hanging indent	Ctrl+Shift+T	Reduce a hanging indent

If text is already selected and you want to extend the selection area

Shift+←	Extend selection one character to the left	Shift+→	Extend selection one character to the right
Ctrl+Shift+→	Extend selection to the end of a word	Ctrl+Shift+←	Extend selection to the beginning of a word

If you want to move the cursor

→	One character to the right	←	One character to the left
Ctrl+→	One word to the right	Ctrl+←	One word to the left
Ctrl+End	To the end of a document	Ctrl+Home	To the beginning of a document