

MS WORD SHORTCUT KEYS

| Press | For | Ctrl + Shift |
|----------|--|--------------------------------|
| Ctrl + A | To select all | All caps |
| Ctrl + B | To bold text | All bold |
| Ctrl + C | To copy text | Copy format |
| Ctrl + D | To open font dialogue box | Double underline |
| Ctrl + E | Centre alignment | Turn revision marks on or off |
| Ctrl + F | Find | To change the font style |
| Ctrl + G | Go to | |
| Ctrl + H | Find and replace | Hide the word |
| Ctrl + I | Italic | Italic |
| Ctrl + J | Justify alignment | |
| Ctrl + K | To insert hyperlink | Changes the case to upper case |
| Ctrl + L | Left alignment | To apply the list style |
| Ctrl + M | Left indent | Unindent the paragraph |
| Ctrl + N | To make new file | Normal style of document |
| Ctrl + O | To open file | |
| Ctrl + P | To open print dialogue box | To change the font size |
| Ctrl + Q | Remove paragraph formatting | Symbol font (paragraph) |
| Ctrl + R | Right alignment | |
| Ctrl + S | To save the file | To apply a style |
| Ctrl + T | Hanging indent | Unhanging the indent |
| Ctrl + U | Underline | Underline (including spaces) |
| Ctrl + V | Paste | Paste format |
| Ctrl + W | To close file | Word underline (not spaces) |
| Ctrl + X | Cut | |
| Ctrl + Y | Redo | |
| Ctrl + Z | Undo | Reset Character |
| Ctrl + 0 | Add or remove one line space preceding a paragraph | |
| Ctrl + 1 | One line spacing in a paragraph | |
| Ctrl + 2 | Two line spacing in a paragraph | |
| Ctrl + 5 | 1½ line spacing in a paragraph | |

FUNCTION KEYS

| Press | Function |
|-------------------|--|
| F1 | Get online Help or the Office Assistant |
| Shift + F1 | Review text formatting |
| F2 | Move text or graphics |
| F3 | Insert an AutoText entry (after Word displays the entry) |
| Alt + F3 | Create an AutoText entry |
| Shift + F3 | Toggle Case (Lower to Upper & Upper to Lower) |
| Ctrl + F3 | Cut to spike |
| Ctrl + Shift + F3 | Paste the spike contents |
| F4 | Repeat the last action |
| F5 | Choose the Go To command (Edit menu) |
| F6 | Go to next pane or frame |
| F7 | Choose the Spelling command (Tools menu) |
| F8 | Extend a selection |
| F9 | Update selected fields |
| F10 or Alt | Activate the menu bar |
| F11 | Go to the next field |
| F12 | Choose the Save As command (File menu) |

| COMMAND | EFFECT |
|-----------------------------|--|
| Ctrl + = | Subscript formatting |
| Ctrl + Shift + = | Superscript formatting |
| Ctrl + Shift + > | Grow font size by 2 point |
| Ctrl + Shift + < | Shrink font size by 2 point |
| Ctrl +] | Increase font size by 1 point |
| Ctrl + [| Decrease font size by 1 point |
| Ctrl + space | Remove paragraph or character formatting. |
| Ctrl + \ | Move between a master document and its subdocuments |
| Ctrl + backspace | Delete one word to left |
| Ctrl + delete | Delete one word to right |
| Ctrl + enter | Page break |
| Shift + enter | Line break |
| Ctrl + Shift + enter | A section break |
| Ctrl + Tab | Switch to the next tab in a dialog box. |
| Ctrl + Shift + space | Non-breaking space |
| Ctrl + Shift + * | Display non-printing character |
| Print Screen | Copies the current Screen and then paste it in any appl. |
| SELECTION | |
| Shift + ← , → | Select one character Left / Right |
| Shift + ↑ , ↓ | Select one line Up / Down from cursor position |
| Ctrl + Shift + ← , → | Select to the Beginning / End of a word (cursor position) |
| Ctrl + Shift + ↑ , ↓ | Select to the Beginning / End of a paragraph (cursor pos.) |
| Shift + Home / End | Select to the Beginning / End of a line from cursor position |
| Shift + Page Up / Page Down | Select one screen Up / Down |
| Ctrl + Shift + Home / End | Select to the Beginning / End of a document from cursor position |
| Ctrl + Shift + F8 | To select a vertical block of text |
| Alt + Ctrl + Page Up / Down | Select to the Beginning / End of a window |