

Microsoft Word shortcut keys

Below is a listing of all the major shortcut keys in Microsoft Word. Used with permission from Computer Hope: <http://www.computerhope.com> (6/27/2010).

Shortcut Keys	Description
Ctrl + A	Select all contents of the page.
Ctrl + B	Bold highlighted selection.
Ctrl + C	Copy selected text.
Ctrl + E	Aligns the line or selected text to the center of the screen.
Ctrl + F	Open find box.
Ctrl + I	Italic highlighted selection.
Ctrl + J	Aligns the selected text or line to justify the screen.
Ctrl + K	Insert link.
Ctrl + L	Aligns the line or selected text to the left of the screen.
Ctrl + M	Indent the paragraph.
Ctrl + P	Open the print window.
Ctrl + R	Aligns the line or selected text to the right of the screen.
Ctrl + T	Create a hanging indent.
Ctrl + U	Underline highlighted selection.
Ctrl + V	Paste.
Ctrl + X	Cut selected text.
Ctrl + Y	Redo the last action performed.
Ctrl + Z	Undo last action.
Ctrl + Shift + F	Change the font.

Ctrl + Shift + >	Increase selected font +1pts up to 12pt and then increases 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 + 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.
Ctrl + F1	Open the Task Pane.

F1	Open Help.
Alt + Ctrl + F2	Open new document.
Ctrl + F2	Display the print preview.
Shift + F3	Change the text in Microsoft Word from upper to lower case or a capital letter at the beginning of every word.
Shift + Insert	Paste.
F4	Repeat the last action performed (Word 2000+)
F5	Open the find, replace, and go to window in Microsoft Word.
Ctrl + Shift + F6	Opens to another open Microsoft Word document.
F7	Spell and grammar check selected text and/or document.
Shift + F7	Runs a Thesaurus check on the word highlighted.
F12	Save as.
Shift + F12	Save.
Ctrl + Shift + F12	Prints the document.
Alt + Shift + D	Insert the current date.
Alt + Shift + T	Insert the current time.

In addition to the above shortcut keys users can also use their mouse as a method of quickly do something commonly performed. Below some are examples of mouse shortcuts.

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-click a word, selects the complete word.
Double-click	Double-clicking on the left, center, or right of a blank line will make 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.
Triple-click	Selects the line or paragraph of the text the mouse triple-clicked.