Ms Word Shortcuts

SHORTCUT KEYS OF COMPUTER A TO Z (MS WORD)

Shortcut keys	Description
Ctrl + A	Select all contents of the page
Ctrl + B	Bold highlighted selection
Ctrl + C	Copy selected text
Ctrl + D	Font options
Ctrl + E	Aligns the line or selected text to the center of the screen
Ctrl + F	Find
Ctrl + G	Find and replace options
Ctrl + H	Find and replace
Ctrl + I	Italicize highlighted section
Ctrl + J	Justify paragraph
Ctrl + K	Insert hyperlink
Ctrl + L	Aligns the line or selected text to the left of the screen
Ctrl + M	Indent the paragraph

Ctrl + N	New document
Ctrl + O	Open document
Ctrl + P	Open the print window
Ctrl + Q	Align selected paragraph to the left
Ctrl + R	Aligns the line or selected text to the right of the screen
Ctrl + S	Save the document or file
Ctrl + T	Indent hanging 1/2 inch
Ctrl + U	Underline highlighted section
Ctrl + V	Paste
Ctrl + W	Close document
Ctrl + X	Cut selected text
Ctrl + Y	*Repeat the last action performed*
Ctrl + Z	Undo last action

All Shortcut Keys

Shortcut keys	Description
Ctrl + Shift + D	Double underline highlighted selection
Ctrl + Shift + W	Underline word

Ctrl + Shift + F	Change the font
Shift + F3	Underline words but not spaces
Ctrl + Shift + A	Format letters as all capitals
Ctrl + Shift + K	Format letters as small capitals
Ctrl + Shift + W	Underline words but not spaces
Ctrl + F3	Cut to the Spike
Ctrl + Shift + F3	Insert/Paste the contents of the Spike
Ctrl + Shift + F10	Activate the ruler
Alt + Ctrl + S	Split the document window
Alt + Shift + C	Remove the document window split
Ctrl + Shift + >	Increase selected font + 1
Ctrl +]	Increase selected font + 1
Ctrl + Shift + <	Decrease selected font -1
Ctrl + [	Decrease selected font -1
Ctrl + Shift + *	View or hide non printing characters (¶ button)
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 the right of cursor
Ctrl + Backspace	Deletes word to the 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 + Shift + Spacebar	Space (non-breaking)
Ctrl + Enter	Page break
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 head ing 3
Shift + F3	Change the case of the selected text
Shift + F1	Reveal Formatting
Ctrl + F1	Task Pane
Shift + Insert	Paste
Shift + Enter	Line Break

Shift + F5	To the location of the insertion point when the document was last closed
Alt + Ctrl + Shift + Page Down	To the end of a window
Ctrl + Shift + Down Arrow	To the end of a paragraph
Ctrl + Shift + End	To the end of a document
Ctrl + Shift + F8, and then use the arrow keys ; press Esc to cancel selection mode	To a vertical block to text
Ctrl + Shift + Home	To the beginning of a document
Ctrl + Shift + Up Arrow	To the beginning of a paragraph
Esc	Turn extend mode off
F8 (press once to select a word, twice to select a sentence, and so forth)	Increase the size of a selection
F8, and then press Left Arrow or Right Arrow	Select the nearest character
Shift + F8	Reduce the size of a selection
Shift + F7	Activate the thesaurus
Shift + F12	Save
Alt + F8	Macros

Ctrl + Shift + F5	Assign bookmark
Ctrl + F4	Close window
Ctrl + F7	Choose the Move command (Control menu)
Ctrl + F8	Choose the Size command (document Control menu)
Ctrl + F2 or Ctrl + Alt + I	Print Preview
Ctrl + Shift + Enter	Column Break
Alt + Ctrl + P	Show columns (page layout)
Alt + Ctrl + E	Add Endnote
Alt + Ctrl + F	Add Footnote
Ctrl + Shift + H	Hide/View hidden text
Alt + F4	Exit Word
Ctrl + Shift + hyphen	Non-breaking hyphen
Ctrl + hyphen	Optional hyphen
Ctrl + Shift + T	Reset hanging indent
Ctrl + Shift + M	Reset paragraph indent
Ctrl + 5	1.5 line spacing
Ctrl + 2	Double line spacing
Ctrl + 1	Single line spacing

Ctrl + 0 (zero)	Add or remove one line space preceding a paragraph
Alt + Shift + E	Mail merge - edit data document (mail merge in ms word)
Alt + Shift + F	Mail merge - insert merge field
Alt + Shift + N	Mail merge - merge document
Alt + Shift + K	Mail merge - preview mail merge
Alt + Shift + M	Mail merge - print merged document
Ctrl + =	Subscript
Ctrl + Shift + =	Superscript
Ctrl + Shift + E	Track changes
Alt + Ctrl + N	Switch to normal view
Alt + Ctrl + O	Switch to outline view
Alt + Ctrl + P	Switch to print layout view

Tables Shortcuts

Shortcut keys	Description
Alt + 5 on the numeric keypad (with Num Lock off)	Select an entire table
Alt + End	Last cell in a row

Alt + Home	First cell in a row
Alt + Page Down	Last cell in a column
Alt + Page Down	Last cell in a column
Alt + Page Up	First cell in a column
Down Arrow	Next row
Shift + Tab	Previous cell in a row
Tab	Next cell in a row
Up Arrow	Previous row
Click in the column's top or bottom cell. Hold down Shift and press the Up Arrow or Down Arrow key repeatedly	Select a column
Ctrl + Shift + F8, and then use the arrow keys; press Esc to cancel selection mode	Extend (or block)
Hold down Shift and press an arrow key repeatedly	Extend to adjacent cells
Shift + F8	Reduce the selection size
Ctrl + Shift + F8	Extend or block (then press an arrow key)

F1 to F12 Shortcut Keys

Double click	Double-clicking anywhere after text on a line will set a tab stop.
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
Triple click	Selects the line or paragraph of the text the mouse triple-clicked
Ctrl + Mouse wheel	Zooms in and out of document
Alt + Click, hold, drag	Selects a column of text (very useful!)