

60 Microsoft Word Shortcut Keys – Learn Some More Today

How many times have you used CTRL+X or CTRL+V today?

There are some shortcut keys you just can't live without, and you probably already use them frequently. **Learn some more shortcut keys today** and use them to save you time in the future.

This Tutorial is for **Microsoft Word. Word 2003, and 2007** have been tested. If you do not use either of these versions, I cannot guarantee all of these shortcuts will work.

Shortcut Keys	Description
Ctrl + A	Select all contents of the page.
Ctrl + B	Bold highlighted selection.
Ctrl + C	Copy selected text.
Ctrl + D	Open the font dialogue box.
Ctrl + E	Aligns the line or selected text to the center of the screen.
Ctrl + F	Open find box.
Ctrl + G	Open find and replace box.
Ctrl + H	Also opens find and replace box.
Ctrl + I	Italicise highlighted selection.
Ctrl + J	Justify (spread) the text across the page.
Ctrl + K	Insert link.
Ctrl + L	Aligns the line or selected text to the left of the screen.
Ctrl + M	Indent the paragraph.
Ctrl + N	Open a new document.
Ctrl + O	Open a document stored on your hard drive.
Ctrl + P	Open the print window.
Ctrl + R	Aligns the line or selected text to the right of the screen.
Ctrl + S	Saves the current document.
Ctrl + U	Underline highlighted selection.

Ctrl + V	Paste contents of clipboard.
Ctrl + W	Closes the current document.
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 from upper to lower case or a capital letter at the beginning of every word.
Shift + Insert	Paste.
F4	Repeat the last action performed.
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.