

Important Keyboard shortcuts For Microsoft Word

Key	Action
F1	Display Help
CTRL+N	Create a new document of the same type as the current or most recent document
CTRL+S	Save a document
CTRL+F	Find text, formatting, and special items
CTRL+H	Find and Replace text, specific formatting, and special items
CTRL+G or F5	Go to a page or bookmark
CTRL+Z	Undo an action
CTRL+Y or F4	Redo or repeat an action
CTRL+P	Print a document or selection
CTRL+HOME	Move to the first page
CTRL+END	Move to the last page
CTRL+BACKSPACE	Delete one word to the left
CTRL+DELETE	Delete one word to the right
CTRL+X	Cut selected text or graphics to the clipboard
CTRL+C	Copy text or graphics to the clipboard
CTRL+V	Paste the Clipboard contents
SHIFT+RIGHT ARROW	Selects one character to the right
SHIFT+LEFT ARROW	Selects one character to the left
CTRL+SHIFT+RIGHT ARROW	Selects to the end of a word
CTRL+SHIFT+LEFT ARROW	Selects to the beginning of a word
SHIFT+END	Selects to the end of a line
SHIFT+HOME	Selects to the beginning of a line
3 Left Clicks	Selects whole paragraph
SHIFT+PAGE DOWN/UP	Selects one screen down/up
CTRL+SHIFT+HOME	Selects To the beginning of a document
CTRL+SHIFT+END	Selects To the end of a document
CTRL+A	Selects entire document
CTRL+SHIFT+C	Copy formatting from text
CTRL+SHIFT+V	Apply copied formatting to text
CTRL+SHIFT+>	Increase the font size of selected text
CTRL+SHIFT+<	Decrease the font size
SHIFT+F3	Change the case of letters
CTRL+SHIFT+A	Format letters as all capitals
CTRL+B	Apply bold formatting
CTRL+U	Apply an underline
CTRL+I	Apply italic formatting
CTRL+SPACEBAR	Remove manual character formatting
CTRL+1	Single-space lines
CTRL+2	Double-space lines
CTRL+E	Center a paragraph
CTRL+J	Justify a paragraph
CTRL+L	Left align a paragraph
CTRL+R	Right align a paragraph
ALT+F4	Quit Microsoft Word
CTRL+F4	Closes current Window of Word