

MICROSOFT WORD –KEYBOARD SHORTCUTS

Editing, Selecting & Moving Around

CTRL + Z	Undoes previous action. (Repeat to undo previous actions.)
ALT + SHIFT + Backspace.	Redoes the last action that was undone.
F4, or CTRL + Y	Repeats last action.
CTRL + C	Copy.
CTRL + X	Cut.
CTRL + V	Paste.
Delete.	Deletes the character to the right.
CTRL + Delete.	Deletes the word to the right.
Backspace	Deletes the character to the left.
CTRL + Backspace.	Deletes the word to the left.
CTRL + Right Arrow	Moves to the word to the right.
CTRL + Left Arrow	Moves to the word to the left.
Double Click on a word	Selects a word.
Treble Click on a word.	Selects the paragraph.
Click in the selection area.	Selects a line.
(Selection Area – is the area to the left of the document text – mouse will change to an arrow pointing to the right.)	
Double Click in the selection area.	Selects a paragraph.
Triple Click in the Selection Area.	Selects all.
CTRL + A	Selects all.
CTRL + Click anywhere in the sentence.	Selects a sentence.
Click, SHIFT, Click, Release SHIFT Key	Selects from one point to another point.
ALT + Click and Hold and Drag over required area.	Selects a vertical block of text.
Click anywhere within the document.	Deselect selection.
CTRL + Home	Beginning of the document.
CTRL + End	End of the document.
SHIFT + F5.	Moves to previous editing position. Repeat if required (up to three positions).

Files

CTRL + O, or CTRL + F12	Open File.
CTRL + S, or SHIFT + F12	Save File.
CTRL + N	New File
F12	Save As
CTRL + P, or CTRL + SHIFT + F12	Print.
CTRL + F6 or CTRL + SHIFT + F6	Switch to another opened document/window.
CTRL + W	Closes the active window.
SHIFT, File, Close All	Closes all open files.

General

Right Click	Displays Shortcut Menu.
CTRL + Enter	Insert a page break.
CTRL + SHIFT + Enter	Either breaks a table or inserts a column break.
CTRL + G, or F5, or Double Click page area of Status Bar	Go To.
SHIFT + F4	Repeat Search (Find)
ALT + F4	Closes Word (the application).

Font Formatting

CTRL + B	Bold.
CTRL + I	Italics.
CTRL + U	Underline.
CTRL + Shift + W	Word (single) underline.
CTRL + Shift + D	Double underline.
CTRL + Shift + H	Hidden text.
CTRL + Shift + K	Small caps.
CTRL + Shift + A	All caps.
CTRL + Shift + P	To change font size.
CTRL + Shift + >	Increases font size.
CTRL + Shift + <	Decreases font size.
CTRL + =	Subscript.
CTRL + Shift + =	Superscript.
CTRL + Shift + Q	Next character as Symbol Font.
SHIFT + F3 (Toggle)	Change case.
CTRL + Spacebar	Removes manual font formatting

Paragraph Formatting

CTRL + L	Left aligned.
CTRL + R	Right aligned.
CTRL + E	Centred.
CTRL + J	Justified.
CTRL + 2	Double spacing.
CTRL + 5	One and a half line spacing.
CTRL + 1	Single line spacing.
CTRL + M	Increase left indent
CTRL + Shift + M	Decrease indent.
CTRL + T	Increase hanging indent.
CTRL + Shift + T	Decrease hanging indent.
CTRL + Q	Removes manual paragraph formats (defaults to style format).
CTRL + SHIFT + N	Applies the Normal Style
CTRL + ALT + 1	Applies Heading 1 Style.
CTRL + ALT + 2	Applies Heading 2 Style.
CTRL + ALT + 3	Applies Heading 3 Style.