

Microsoft Word All Short Cut Key

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Shortcut Key	Function
Ctrl + N	New Document
Ctrl + O	Open Document
Ctrl + S	Save Document
Ctrl + P	Print Document
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + A	Select All
Ctrl + F	Find
Ctrl + H	Replace
Ctrl + B	Bold Text
Ctrl + I	Italic Text
Ctrl + U	Underline Text
Ctrl + K	Insert Hyperlink
Ctrl + L	Align Left

Ctrl + E	Center Align
Ctrl + R	Align Right
Ctrl + J	Justify Text
Ctrl + Shift + >	Increase Font Size
Ctrl + Shift + <	Decrease Font Size
Ctrl + D	Font Dialog Box
Ctrl + Shift + C	Copy Formatting
Ctrl + Shift + V	Paste Formatting
Ctrl + Enter	Page Break
Ctrl + Backspace	Delete Previous Word
Ctrl + Delete	Delete Next Word
Ctrl + Home	Go to Beginning of Document
Ctrl + End	Go to End of Document
Ctrl + Left Arrow	Move One Word Left
Ctrl + Right Arrow	Move One Word Right
Ctrl + Up Arrow	Move One Paragraph Up
Ctrl + Down Arrow	Move One Paragraph Down
F1	Help
F2	Move Text
F5	Go To

F7	Spelling & Grammar Check
F12	Save As
Shift + F3	Change Text Case
Alt + Ctrl + S	Split Window
Alt + Shift + D	Insert Date
Alt + Shift + T	Insert Time
Ctrl + Shift + L	Apply Bullet List
Ctrl + M	Increase Indent
Ctrl + Shift + M	Decrease Indent
Ctrl + T	Hanging Indent
Ctrl + 1	Single Line Spacing
Ctrl + 2	Double Line Spacing
Ctrl + 5	1.5 Line Spacing
Ctrl + Q	Remove Paragraph Formatting
Ctrl + Spacebar	Remove Character Formatting
Ctrl + Shift + N	Apply Normal Style
Ctrl + Alt + 1	Heading 1 Style
Ctrl + Alt + 2	Heading 2 Style
Ctrl + Alt + 3	Heading 3 Style
Ctrl + W	Close Document

Alt + F4	Close MS Word
Ctrl + Shift + E	Track Changes On/Off
Ctrl + Alt + M	Insert Comment
Ctrl + Shift + G	Word Count
Ctrl + Alt + V	Paste Special
Ctrl + Shift + F	Change Font
Ctrl + Shift + P	Change Font Size
Shift + Arrow Keys	Select Text
Ctrl + Shift + Arrow Keys	Select One Word at a Time
Alt + Shift + Up Arrow	Move Paragraph Up
Alt + Shift + Down Arrow	Move Paragraph Down
Key	Function
F1	Help
F2	Move Text
F3	Insert AutoText
F4	Repeat Last Action
F5	Go To
F6	Next Pane
F7	Spelling Check
F8	Extend Selection
F9	Update Fields
F10	Activate Menu Bar
F11	Next Field
F12	Save As

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