

MS Word Shortcut Keys

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Shortcut Keys	Description
CTRL + A	Select All
CTRL + B	Selected Text Bold
CTRL + C	Selected Text Copy
CTRL + D	Open Font Dialog box
CTRL + E	Center Alignment
CTRL + F	Find
CTRL + G	Go to
CTRL + H	Replace
CTRL + I	Selected Text Italic
CTRL + J	Justify Alignment
CTRL + K	Insert Hyperlink
CTRL + L	Left Alignment
CTRL + M	Left Indent the Hanging
CTRL + N	Blank New Document
CTRL + O	Open
CTRL + P	Print
CTRL + R	Right Alignment
CTRL + S	Save
CTRL + T	Paragraphs Hanging Indent
CTRL + U	Underline
CTRL + V	Paste
CTRL + W (Ctrl+F4)	Close The Window
CTRL + X	Cut
CTRL + Y	Redo
CTRL + Z	Undo
CTRL + 1	Single Line Space
CTRL + 2	Double Line Space
CTRL + 5	1.5 Line Space
F1	Help
F4	Repeat the last action
F5	Find , Replace, Go to

F7	Spelling and Grammar
F12	Save As
Ctrl + Shift + A	UPPER CASE
Ctrl + Shift + K	lower case
Ctrl + Shift + C	Copy formatting only
Ctrl + Shift + V	Paste formatting only
Ctrl + Shift + N	Clear All Formatting
Ctrl + Space	Clear All Formatting
Ctrl + Shift + G	Word Count
Ctrl + Shift + W	Underline words but not spaces
Ctrl + Shift + D	Double-underline
Ctrl + Shift + H	Hidden text formatting
Ctrl + Shift + T	Reduce a left hanging indent
CTRL + Shift + L	Quickly create a bullet point
CTRL + Shift + F	Quickly changed the font
CTRL + Shift + P	Quickly changed the font size
CTRL + Shift + >	Increase font size 2pt (Up to 12pt)
CTRL + Shift + <	Decrease font size 2pt (Up to 12pt)
CTRL +]	Increase font 1pt
CTRL + [	Decrease font 1pt
CTRL + Home	Cursor to the beginning of the document
CTRL + End	Cursor to the End of the document
CTRL + Backspace	To delete the word to the Left of the cursor
CTRL + Delete	To delete the word to the Right of the cursor
Alt + Ctrl + I (Ctrl+F2)	Print preview
Alt + Ctrl + M	Insert a comment
Alt + Ctrl + N	Switch to Draft (Normal) view
Alt + Ctrl + V	Paste special
Alt + Ctrl + Z	Switch between the last four places that you have edited
Alt + Shift + D	Insert current date
Alt + Shift + T	Inert current time

Ctrl + F10	Maximize and Restore program window
Ctrl + Shift + =	Superscript
Ctrl + =	Subscript

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