

Keyboard Shortcuts

Most common keyboard shortcuts

CTRL+A: Select all the items in the current window

CTRL+C: Copy

CTRL+X: Cut

CTRL+V: Paste

CTRL+Z: Undo

CTRL+B: Bold

CTRL+U: Underline

CTRL+I: Italic

CTRL+SHIFT+>: Makes the font larger

CTRL+SHIFT+<: Makes the font smaller

CTRL+ESC: Open Start menu

ALT+TAB: Switch between open programs

ALT+F4: Quit program

SHIFT+DELETE: Delete item permanently

To copy a file: press and hold down the CTRL key while you drag the file to another folder.

Combined keyboard shortcuts

Editing/Formatting:

Ctrl+A: Select All

Ctrl+C: Copy

Ctrl+X: Cut

Ctrl+V: Paste

F7: Spelling & Grammar

Shift F7: Thesaurus

Ctrl+Z: Undo typing

Ctrl+Y: Repeat typing

End: Move cursor to end of line

Ctrl+End: Move cursor to end of document

Home: Move cursor to beginning of line

Ctrl+Home: Move cursor to beginning of document

Ctrl+B: Bold

Ctrl+I: Italicize

Ctrl+U: Underline

Ctrl+E: Centers text

Ctrl+J: Justifies text

Ctrl+L: Left aligns text

Ctrl+R: Right aligns text

Ctrl+M: Increase indent

Ctrl+Shift+M: Decrease Indent

Ctrl+Shift+A: Capitalize highlighted text

Shift+F3: Changes capitalization of highlighted text
Ctrl+Shift+F: Highlight font name on tool bar
Ctrl+Shift+P: Highlight font size on toolbar
Ctrl+P: Print
Ctrl+F2: Print Preview
Ctrl+F5: Restores document window
Ctrl+F10: Maximize document window
Ctrl+F6: Displays the next open document window
Ctrl+Shift+F6: Displays previous open document window
Alt+F4: Quit Word
Ctrl+]: Increase font size
Ctrl+[: Decrease font size
Shift+Alt+Up Arrow: Move paragraph up
Shift+Alt+Down Arrow: Move paragraph down

Highlighting Text:

F8: Starts Highlighting – use arrow key to continue highlighting, or press the key again to highlight a word, sentence, paragraph and entire document
Shift+F8: Undo most recent highlighting
Esc: Ends highlighting

Windows:

F1: Open Help

Word Processing:

Ctrl+N: New blank document
Ctrl+O: Open document
Ctrl+W: Closes current document
Ctrl+S: Saves current document
F12: Save