

## Microsoft Word - Shortcut Keys

<i>Description</i>	<i>Shortcut</i>	<i>Description</i>	<i>Shortcut</i>
Bold	Ctrl-B	Create or insert AutoText entry	F3
Centred alignment	Ctrl-E	Delete word to left of current position	Ctrl-BackSp
Close the current document	Ctrl-W	Delete word to right of current position	Ctrl-Delete
Copy selection onto clipboard	Ctrl-C	Double line spacing	Ctrl-2
Cut (remove) selection to clipboard	Ctrl-X	Enlarge font/selection by 1 point	Ctrl-]
Find matching text	Ctrl-F	Exit (close) Word	Alt-F4
Find and Replace text	Ctrl-H	Go back to previous position	Shift-F5
Font selection dialog	Ctrl-D	Help window	F1
Go to a specific position/place	Ctrl-G	Insert a hard page-break	Ctrl-Enter
Hanging paragraph indent to next tab stop	Ctrl-T	Insert current date	Alt-Shift-D
Indent left margin by half inch	Ctrl-M	Move to previous page	Ctrl-PgUp
Insert web Hyperlink	Ctrl-K	Move to the end of the document	Ctrl-End
Italic style	Ctrl-I	Move to the end of the line	End
Justified alignment	Ctrl-J	Move to the next page	Ctrl-PgDn
Left Alignment	Ctrl-L	Move to the start of the document	Ctrl-Home
New document	Ctrl-N	Move to the start of the line	Home
Open an existing file/document	Ctrl-O	One-and-a-half line spacing	Ctrl-5
Paste text from clipboard	Ctrl-V	Open or close spacing before paragraph	Ctrl-0
Print document	Ctrl-P	Print Preview window	Ctrl-F2
Redo / repeat most recent action	Ctrl-Y	Select next misspelled word	Alt-F7
Reset paragraph formatting	Ctrl-Q	Show or hide non-printing codes	Ctrl-*
Right Alignment	Ctrl-R	Shrink font/selection by 1 point	Ctrl-[
Save current document	Ctrl-S	Single line spacing	Ctrl-1
Select All of the current document	Ctrl-A	Spelling and Grammar check	F7
Underline text	Ctrl-U	Thesaurus (for the current language)	Shift-F7
Undo the previous action	Ctrl-Z	View or hide {field} codes	Alt-F9