

Keyboard Shortcuts for MS Word

Some very common shortcuts

To open a new document	CTRL + N
To open a previous document	CTRL + O
To save (but not the first time)	CTRL + S
To Print	CTRL + P
Cut	CTRL + X
Copy	CTRL + C
Paste	CTRL + V
Undo	CTRL + Z
Repeat Typing	CTRL + Y
Select All	CTRL + A
SpellCheck	F7
Microsoft Word Help	F1
Increase the font size	CTRL+SHIFT+>
Decrease the font size	CTRL+SHIFT+<
Apply bold formatting	CTRL+B
Apply italic formatting	CTRL+I
Apply an underline	CTRL+U
Change the case of letters	SHIFT+F3
Format letters as all capitals	CTRL+SHIFT+A
Underline words but not spaces	CTRL+SHIFT+W
Double-underline text	CTRL+SHIFT+D
Format letters as small capitals	CTRL+SHIFT+K
Center	CTRL+E
Justify	CTRL+J
Left align	CTRL+L
Right align	CTRL+R

Keys for editing and moving text and graphics

Delete text and graphics

To	Press
Delete one character to the left	BACKSPACE
Delete one word to the left	CTRL+BACKSPACE
Delete one character to the right	DELETE
Delete one word to the right	CTRL+DELETE
Cut selected text to the Clipboard	CTRL+X
Undo the last action	CTRL+Z
Cut to the Spike	CTRL+F3

Copy and move text and graphics

To	Press
Copy text or graphics	CTRL+C
Move text or graphics	F2 (then move the insertion point and press ENTER)
Create AutoText	ALT+F3
Paste the Clipboard contents	CTRL+V

Insert special characters

To insert	Press
A line break	SHIFT+ENTER
A page break	CTRL+ENTER
A column break	CTRL+SHIFT+ENTER

The copyright symbol	ALT+CTRL+C
The registered trademark symbol	ALT+CTRL+R
The trademark symbol	ALT+CTRL+T
An ellipsis	ALT+CTRL+ period

Select text and graphics

Select text by holding down SHIFT and pressing the key that moves the insertion point.

To extend a selection	Press
One character to the right	SHIFT+RIGHT ARROW
One character to the left	SHIFT+LEFT ARROW
To the end of a word	CTRL+SHIFT+RIGHT ARROW
To the beginning of a word	CTRL+SHIFT+LEFT ARROW
To the end of a line	SHIFT+END
To the beginning of a line	SHIFT+HOME
One line down	SHIFT+DOWN ARROW
One line up	SHIFT+UP ARROW
To the end of a paragraph	CTRL+SHIFT+DOWN ARROW
To the beginning of a paragraph	CTRL+SHIFT+UP ARROW
One screen down	SHIFT+PAGE DOWN
One screen up	SHIFT+PAGE UP
To the end of a window	ALT+CTRL+PAGE DOWN
To the beginning of a document	CTRL+SHIFT+HOME
To include the entire document	CTRL+A
To a vertical block of text	CTRL+SHIFT+F8, and then use the arrow keys; press ESC to cancel selection mode
To a specific location in a document	F8+arrow keys; press ESC to cancel selection mode

Tip If you know the key combination to move the insertion point, you can select the text by using the same key combination while holding down SHIFT. For example, CTRL+RIGHT ARROW moves the insertion point to the next word, and CTRL+SHIFT+RIGHT ARROW selects the text from the insertion point to the beginning of the next word.

Select text and graphics in a table

To	Press
Select the next cell's contents	TAB
Select the preceding cell's contents	SHIFT+TAB
Extend a selection to adjacent cells	Hold down SHIFT and press an arrow key repeatedly
Select a column	Click in the column's top or bottom cell. Hold down SHIFT and press the UP ARROW or DOWN ARROW key repeatedly
Extend a selection (or block)	CTRL+SHIFT+F8, and then use the arrow keys; press ESC to cancel selection mode
Reduce the selection size	SHIFT+F8
Select an entire table	ALT+5 on the numeric keypad (with NUM LOCK off)

Extend a selection

To	Press
Turn extend mode on	F8
Select the nearest character	F8, and then press LEFT ARROW or RIGHT ARROW
Increase the size of a selection	F8 (press once to select a word, twice to select a sentence, and so forth)
Reduce the size of a selection	SHIFT+F8
Turn extend mode off	ESC

Move the insertion point

To move	Press
One character to the left	LEFT ARROW
One character to the right	RIGHT ARROW
One word to the left	CTRL+LEFT ARROW
One word to the right	CTRL+RIGHT ARROW
One paragraph up	CTRL+UP ARROW
One paragraph down	CTRL+DOWN ARROW
One cell to the left (in a table)	SHIFT+TAB
One cell to the right (in a table)	TAB
Up one line	UP ARROW
Down one line	DOWN ARROW
To the end of a line	END
To the beginning of a line	HOME
To the top of the window	ALT+CTRL+PAGE UP
To the end of the window	ALT+CTRL+PAGE DOWN
Up one screen (scrolling)	PAGE UP
Down one screen (scrolling)	PAGE DOWN
To the top of the next page	CTRL+PAGE DOWN
To the top of the previous page	CTRL+PAGE UP
To the end of a document	CTRL+END
To the beginning of a document	CTRL+HOME
To a previous revision	SHIFT+F5
To the location of the insertion point when the document was last closed	SHIFT+F5

Move around in a table

In a table, to move to the	Press
Next cell in a row	TAB
Previous cell in a row	SHIFT+TAB
First cell in a row	ALT+HOME
Last cell in a row	ALT+END
First cell in a column	ALT+PAGE UP
Last cell in a column	ALT+PAGE DOWN
Previous row	UP ARROW
Next row	DOWN ARROW

Insert paragraphs and tab characters in a table

To insert	Press
New paragraphs in a cell	ENTER
Tab characters in a cell	CTRL+TAB

Keys for formatting characters and paragraphs

Format characters

To	Press
Change the font	CTRL+SHIFT+F
Change the font size	CTRL+SHIFT+P
Increase the font size	CTRL+SHIFT+>
Decrease the font size	CTRL+SHIFT+<
Increase the font size by 1 point	CTRL+]]
Decrease the font size by 1 point	CTRL+[[

To	Press
Change the formatting of characters (Font command, Format menu)	CTRL+D
Apply hidden text formatting	CTRL+SHIFT+H
Apply subscript formatting (automatic spacing)	CTRL+EQUAL SIGN
Apply superscript formatting (automatic spacing)	CTRL+SHIFT+PLUS SIGN
Remove manual character formatting	CTRL+SPACEBAR

Change the selection to Symbol font	CTRL+SHIFT+Q
To	Press
Display nonprinting characters	CTRL+SHIFT+* (asterisk)
Review text formatting	SHIFT+F1 (then click the text whose formatting you want to review)
Copy formats	CTRL+SHIFT+C
Paste formats	CTRL+SHIFT+V

Format paragraphs

When setting line spacing, to	Press
Single-space lines	CTRL+1
Double-space lines	CTRL+2
Set 1.5-line spacing	CTRL+5
Add or remove one line space preceding a paragraph	CTRL+0 (zero)

When setting paragraph alignments and indents, to	Press
Center a paragraph	CTRL+E
Justify a paragraph	CTRL+J
Left align a paragraph	CTRL+L
Right align a paragraph	CTRL+R
Indent a paragraph from the left	CTRL+M
Remove a paragraph indent from the left	CTRL+SHIFT+M
Create a hanging indent	CTRL+T
Reduce a hanging indent	CTRL+SHIFT+T
Remove paragraph formatting	CTRL+Q

When applying styles, to	Press
Apply a style	CTRL+SHIFT+S
Start AutoFormat	ALT+CTRL+K
Apply the Normal style	CTRL+SHIFT+N
Apply the Heading 1 style	ALT+CTRL+1
Apply the Heading 2 style	ALT+CTRL+2
Apply the Heading 3 style	ALT+CTRL+3
Apply the List style	CTRL+SHIFT+L

Keys for printing and previewing documents

To	Press
Print a document	CTRL+P
Switch to Print Preview	ALT+CTRL+I
Move around the preview page when zoomed in	Arrow keys
Move by one preview page when zoomed out	PAGE UP or PAGE DOWN
Move to the first preview page when zoomed out	CTRL+HOME
Move to the last preview page when zoomed out	CTRL+END