

## **Below is a list of major shortcut keys in Microsoft Word**

| <b>Shortcut</b>   | <b>Description</b>   |
|-------------------|--|
| Ctrl + 0          | Adds or removes 6pts of spacing before a paragraph.  |
| Ctrl + A          | Select all contents of the page.   |
| Ctrl + B          | Bold highlighted selection.  |
| Ctrl + C          | Copy selected text.  |
| Ctrl + D          | Open the font preferences window.  |
| Ctrl + E          | Aligns the line or selected text to the center of the screen.  |
| Ctrl + F          | Open find box.   |
| Ctrl + I          | Italic highlighted selection.  |
| Ctrl + J          | Aligns the selected text or line to justify the screen.  |
| Ctrl + K          | Insert link.   |
| Ctrl + L          | Aligns the line or selected text to the left of the screen.  |
| Ctrl + M          | Indent the paragraph.  |
| Ctrl + P          | Open the print window.   |
| Ctrl + R          | Aligns the line or selected text to the right of the screen.   |
| Ctrl + T          | Create a hanging indent.   |
| Ctrl + U          | Underline highlighted selection.   |
| Ctrl + V          | Paste.   |
| Ctrl + X          | Cut selected text.   |
| Ctrl + Y          | Redo the last action performed.  |
| Ctrl + Z          | Undo last action.  |
| Ctrl + Shift + L  | Quickly create a bullet point.   |
| Ctrl + Shift + F  | Change the font.   |
| Ctrl + Shift + >  | Increase selected font +1pts up to 12pt and then increases font +2pts.   |
| Ctrl + ]          | Increase selected font +1pts.  |
| Ctrl + Shift + <  | Decrease selected font -1pts if 12pt or lower, if above 12 decreases font by +2pt.   |
| Ctrl + [          | Decrease selected font -1pts.  |
| Ctrl + / + c      | Insert a cent sign (¢).  |
| Ctrl + ' + <char> | Insert a character with an accent (grave) mark, where <char> is the character you want. For example, if you wanted an accented è you would use Ctrl + ' + e as your shortcut key. To reverse the accent mark use the opposite accent mark, often on the tilde key. |
| Ctrl + Shift + *  | View or hide non printing characters.  |

|                      |   |
|----------------------|---|
| Ctrl + <left arrow>  | Moves one word to the left.   |
| Ctrl + <right arrow> | Moves one word to the right.  |
| Ctrl + <up arrow>    | Moves to the beginning of the line or paragraph.  |
| Ctrl + <down arrow>  | Moves to the end of the paragraph.  |
| Ctrl + Del           | Deletes word to right of cursor.  |
| Ctrl + Backspace     | Deletes word to left of cursor.   |
| Ctrl + End           | Moves the cursor to the end of the document.  |
| Ctrl + Home          | Moves the cursor to the beginning of the document.  |
| Ctrl + Spacebar      | Reset highlighted text to the default font.   |
| Ctrl + 1             | Single-space lines.   |
| Ctrl + 2             | Double-space lines.   |
| Ctrl + 5             | 1.5-line spacing.   |
| Ctrl + Alt + 1       | Changes text to heading 1.  |
| Ctrl + Alt + 2       | Changes text to heading 2.  |
| Ctrl + Alt + 3       | Changes text to heading 3.  |
| Alt + Ctrl + F2      | Open new document.  |
| Ctrl + F1            | Open the Task Pane.   |
| Ctrl + F2            | Display the print preview.  |
| Ctrl + Shift + >     | Increases the highlighted text size by one.   |
| Ctrl + Shift + <     | Decreases the highlighted text size by one.   |
| Ctrl + Shift + F6    | Opens to another open Microsoft Word document.  |
| Ctrl + Shift + F12   | Prints the document.  |
| F1                   | Open Help.  |
| F4                   | Repeat the last action performed (Word 2000+)   |
| F5                   | Open the find, replace, and go to window in Microsoft Word.   |
| F7                   | Spellcheck and grammar check selected text or document.   |
| F12                  | Save as.  |
| Shift + F3           | Change the text in Microsoft Word from uppercase to lowercase or a capital letter at the beginning of every word. |
| Shift + F7           | Runs a Thesaurus check on the word highlighted.   |
| Shift + F12          | Save.   |
| Shift + Enter        | Create a soft break instead of a new paragraph.   |
| Shift + Insert       | Paste.  |
| Shift + Alt + D      | Insert the current date.  |
| Shift + Alt + T      | Insert the current time.  |

In addition to the above shortcut keys users can also use their mouse as a method of quickly do something commonly performed. Below some are examples of mouse shortcuts.

| <b>Mouse shortcuts</b> | <b>Description</b>  |
|------------------------|---|
| Click, hold, and drag  | Selects text from where you click and hold to the point you drag and let go.  |
| Double-click           | If double-click a word, selects the complete word.  |
| Double-click           | Double-clicking on the left, center, or right of a blank line will make the alignment of the text left, center, or right aligned. |
| Double-click           | Double-clicking anywhere after text on a line will set a tab stop.  |
| Triple-click           | Selects the line or paragraph of the text the mouse triple-clicked.   |
| Ctrl + Mouse wheel     | Zooms in and out of document.   |