

Microsoft® Word Keyboard Shortcuts

Individual keyboard keys can be combined to access commonly used program functions. These key combinations are called keyboard shortcuts. Some of the most useful keyboard shortcuts for Microsoft® Word are shown in this guide. A number of keyboard shortcuts are common to all Microsoft® Windows based programs. Most keyboard shortcuts are shown with a plus sign between them, Ctrl + Shift + F, for example. This indicates that you must press and hold down the Ctrl key, then press and hold down the Shift key, and then press the F key. Release all keys after the action has taken place.

Highlighting Text	
To Highlight	Press
One character (left or right)	Shift + ← or → (arrow keys)
One word (left or right)	Ctrl + Shift + ← or → (arrow keys)
To the beginning or end of a Line	Shift + Home or End
One line up or down	Shift + ↑ or ↓ (arrow keys)
To the beginning or end of a paragraph	Ctrl + Shift + ↑ or ↓ (arrow keys)
To the beginning or end of a document	Ctrl + Shift + Home or End
The entire document	Ctrl + A

Working With Documents	
To	Press
Create a new document	Ctrl + N
Open a document	Ctrl + O
Close a document	Ctrl + W
Save a document	Ctrl + S
Find text, formatting, and special items	Ctrl + F
Replace text, specific formatting, and special items	Ctrl + H

Actions	
To	Press
Cancel an action	Esc
Undo an action	Ctrl + Z
Redo or repeat an action	Ctrl + Y

Moving Within Documents	
To Move	Press
To the end of a line	End
To the beginning of a line	Home
One character (left or right)	← or → (arrow keys)
One word (left or right)	Ctrl + ← or → (arrow keys)
One paragraph (up or down)	Ctrl + ↑ or ↓ (arrow keys)
To the beginning of a document	Ctrl + Home

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Formatting Characters and Paragraphs	
To	Press
Apply an underline	Ctrl + U
Apply Italicised formatting	Ctrl + I
Apply bold formatting	Ctrl + B
Centre a paragraph	Ctrl + E
Justify a paragraph	Ctrl + J
Left align a paragraph	Ctrl + L
Right align a paragraph	Ctrl + R
Change the font	Ctrl + Shift + F
Increase the font size	Ctrl + Shift + >
Decrease the font size	Ctrl + Shift + <

Editing Text	
To	Press
Cut selected text to the Clipboard	Ctrl + X
Copy selected text or graphics	Ctrl + C
Paste the Clipboard contents	Ctrl + V
Delete one character to the left	← (Backspace key)
Delete one word to the left	Ctrl + ← (Backspace key)
Delete one character to the right	Delete
Delete one word to the right	Ctrl + Delete

Printing and Previewing Documents	
To	Press
Print a document	Ctrl + P
Switch to print preview	Alt + Ctrl + I

Special Characters	
To Insert	Press
A page break	Ctrl + Enter
A non-breaking* space	Ctrl + Shift + Spacebar
The copyright symbol	Alt + Ctrl + C
The registered trademark symbol	Alt + Ctrl + R

* Names and dates should not be broken onto different lines. To prevent this happening, use a non-breaking space between the words, letters, or numbers.

Function Keys	
To	Press
Get help from the Office Assistant	F1