

Ctrl Shortcuts from A-Z in Microsoft Word

Ctrl+A	Select all items or text in current document
Ctrl+B	Applies Bold format to selected text
Ctrl+C	Copy selected text or items
Ctrl+D	Open Font window to change the font
Ctrl+E	Aligns the selected text or item to the center of the screen
Ctrl+F	Opens the Find Dialog Box to search the word
Ctrl+G	Opens the Go To Dialog Box to search for a specific location in the current document
Ctrl+H	Opens the Replace Dialog Box to replace the text
Ctrl+I	Applies Italic format to selected text
Ctrl+J	Aligns the selected text or item to justify the screen
Ctrl+K	Insert a Hyperlink
Ctrl+L	Aligns the selected text or item to the left of the screen
Ctrl+M	Indent a Paragraph from the left
Ctrl+N	Opens the new/blank document
Ctrl+O	Opens the dialog box or page for selecting a file to open
Ctrl+P	Opens the print window
Ctrl+Q	Remove the paragraph formatting
Ctrl+R	Aligns the selected text or item to the right of the screen
Ctrl+S	Saves a document
Ctrl+T	Create a hanging indent
Ctrl+U	Underlines the selected text
Ctrl+V	Paste the copied text or items
Ctrl+W	Close/Exit the currently open document
Ctrl+X	Cut the selected text or items
Ctrl+Y	Redo the last action
Ctrl+Z	Undo the last action

Ctrl + Function Keys shortcuts in Microsoft Word

Ctrl+F1	Open the Task Pane/Expand or collapse the ribbon
Ctrl+F2	Display the Print Preview
Ctrl+F4	Close the active window
Ctrl+F6	Switches to another open Microsoft Word document
Ctrl+F9	Insert an empty field
Ctrl+F10	Maximize the document window
Ctrl+F12	Choose the open command

Ctrl + Function Keys shortcuts in Microsoft Word

Ctrl+]	Increase size of selected text by one Point (+1pts)
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Ctrl + Function Keys shortcuts in Microsoft Word (cont)

Ctrl+[Decrease size of selected text by one Point (-1pts)
Ctrl+0 (Zero)	Add/Remove 6pts of spacing above the paragraph
Ctrl+1	Add single space between two lines
Ctrl+2	Add double space between two lines
Ctrl+5	Add 1.5 space between two lines
Ctrl+Arrow Down	Moves the cursor one Paragraph to the down
Ctrl+Arrow Left	Moves the cursor to one Word to the left
Ctrl+Arrow Right	Moves the cursor to one Word to the right
Ctrl+Arrow Up	Moves the cursor one Paragraph to the up
Ctrl+Backspace	Delete one Word to the left
Ctrl+Delete	Delete one Word to the right
Ctrl+End	Moves the cursor to the End of the document
Ctrl+Home	Moves the cursor to the Beginning of the document
Ctrl+Enter	Insert a Page Break
Ctrl+Insert	Copy selected text
Ctrl+Page Down	Moves the cursor to the top of Next Page
Ctrl+Page Up	Moves the cursor to the top of Previous Page
Ctrl+Spacebar	Reset highlighted text to the default font
Ctrl+Tab	Insert a Tab character
Ctrl+= (Equal sign)	Set selected text as Subscript
Ctrl+/+C	Insert a cent sign

Ctrl+Alt Shortcuts in Microsoft Word

Ctrl+Alt+C	Insert a Copyright symbol
Ctrl+Alt+D	Insert a End note
Ctrl+Alt+E	Insert a Euro Symbol
Ctrl+Alt+F	Insert a Foot note
Ctrl+Alt+I	Switch in or out of print view
Ctrl+Alt+K	Automatically formats the current document
Ctrl+Alt+L	Insert a list number field
Ctrl+Alt+M	Insert a comment
Ctrl+Alt+N	Switch to Draft View
Ctrl+Alt+O	Switch to Outline View
Ctrl+Alt+R	Insert a registered trademark symbol
Ctrl+Alt+S	Add/Remove the document window split
Ctrl+Alt+T	Insert a trademark symbol
Ctrl+Alt+V	Opens the Paste Special dialog box
Ctrl+Alt+Y	Repeats the previous search or cursor movement



Ctrl+Alt Shortcuts in Microsoft Word (cont)

Ctrl+Alt+Z	Switches between the last four places you have edited
Ctrl+Alt+1	Apply the Heading Style 1
Ctrl+Alt+2	Apply the Heading Style 2
Ctrl+Alt+3	Apply the Heading Style 3
Ctrl+Alt+Enter	Inserts a style separator and combines with the next paragraph

Alt Shortcuts in Microsoft Word

Alt+F	To use Backstage view, open the File page
Alt+H	Move to the Home tab
Alt+M	Opens the Mailings tab to manage Mail Merge tasks, or to work with envelopes and labels
Alt+N	Opens the Insert tab to insert tables, pictures, shapes, headers or text boxes
Alt+N,then press B	Insert a Page Break
Alt+N,then press C	Insert a chart
Alt+N,then press H	Insert a Header
Alt+N,then press M	Insert a SmartArt Graphic
Alt+N,then press O	Insert a Footer
Alt+N,then press P	Insert Pictures in current document
Alt+N,then press T	Insert/Draw a table
Alt+N,then press W	Insert a WordArt in current document
Alt+P	Opens the Page Layout tab to work with margins, orientation, indentation and spacing
Alt+R	Opens the Review tab to use spell check, set language or to track changes to the document
Alt+R,then press C	Insert a comment
Alt+R,then press S	Check spelling and grammar
Alt+S	Opens the References tab to add a table of contents, footnotes, or a table of citations
Alt+W,then press F	Switch to Read More view
Alt+W,then press Q	Opens the zoom dialog box
Alt+N+J,then press Enter	Open the object dialog box
Alt+F4	Close/Exit Word Document
Alt+F5	Restore the document window size
Alt+F6	Switches to another open Microsoft Word document
Alt+F7	Find the next misspelled word or grammatical error
Alt+F8	Opens the Macro dialog box



Alt Shortcuts in Microsoft Word (cont)

Alt+F10	Display the selection task pane/Restore the document window size
Alt+F11	Display Microsoft Visual Basic code
Alt+Backspace	Undo the last action
Alt++(Plus sign)	Open equation tool in current document

Shift+Keyword shortcuts in Microsoft Word

Shift+Arrow Down	Extend a selection one line Down
Shift+Arrow Left	Extend a selection one character Left
Shift+Arrow Right	Extend a selection one character Right
Shift+Arrow Up	Extend a selection one line Up
Shift+Delete	Cut the selected text or item
Shift+Enter	Create a soft break instead of a new paragraph
Shift+End	Extend a selection to the End of a line
Shift+Home	Extend a selection to the Beginning of a line
Shift+Insert	Paste the copied text or items
Shift+Page Down	Extend a selection one Screen Down
Shift+Page Up	Extend a selection one Screen Up

Shift + Function Keys Shortcuts in Microsoft Word

Shift+F1	Review text formatting
Shift+F2	Copy the selected text
Shift+F3	Change the case of the selected text from Uppercase to Lowercase or a Camel Case
Shift+F4	Preform a Find or Go To action again
Shift+F5	Move to a previous revision
Shift+F6	Go the previous frame or pane
Shift+F7	Launch the Thesaurus
Shift+F8	Shrink the current selection
Shift+F9	Switch between a field code and its result
Shift+F10	Display a Shortcut Menu
Shift+F11	Go to the previous field
Shift+F12	Saves a document

Shift + Alt Shortcuts in Microsoft Word

Shift+Alt+D	Insert the current date
Shift+Alt+I	Mark a table of authorities entry (Citation)
Shift+Alt+O	Mark a table of contents entry
Shift+Alt+P	Insert a Page Number Field



Shift + Alt Shortcuts in Microsoft Word (cont)

Shift+Alt+T	Insert the current time
Shift+Alt+X	Mark an index entry
Shift+Alt+F6	Switches to another open Microsoft Word document
Shift+Alt+F7	Translate
Shift+Alt+Arrow Down	Moves the selected paragraph to the Down
Shift+Alt+Arrow Left	Promote the selected paragraph
Shift+Alt+Arrow Right	Demote the selected paragraph
Shift+Alt+Arrow Up	Moves the selected paragraph to the Up

Keyword Shortcuts in Microsoft Word

Arrow Down	Moves the cursor to the Down one line
Arrow Left	Move the cursor to the Left one character
Arrow Right	Move the cursor to the Right one character
Arrow Up	Moves the cursor to the Up one line
Backspace	Delete one character to the Left
Delete	Delete one character to the Right
Enter	Add new paragraph
Esc	Exit Read Mode
End	Move the cursor to the End of the line
Home	Move the cursor to the Beginning of the line
Page Down	Move the cursor Down by one preview page when zoomed out
Page Up	Move the cursor Up by one preview page when zoomed out

Function Keys Shortcuts in Microsoft Word

F1	Get help or use the Office Assistant
F2	Move text or image
F3	Insert an auto text entry
F4	Repeat the last action performed
F5	Open the Find, Replace and Go To Dialogue Box
F6	Go to the next frame or pane
F7	Launch the Spell Checker
F8	Extend the current selection
F9	Refresh
F10	Show KeyTips
F11	Go to the next field
F12	Open Save As dialog box

Ctrl+Shift Shortcuts in Microsoft Word

Ctrl+Shift Shortcuts in Microsoft Word (cont)

Ctrl+Shift Shortcuts in Microsoft Word (cont)

Ctrl+Shift+Enter	Insert a Column Break
Ctrl+Shift+End	Extend a selection to the End of a document
Ctrl+Shift+Home	Extend a selection to the Beginning of a document

Ctrl+Shift+A	Set the selected text to all capital letters	Ctrl+S-hift+U	Underline Text include spaces
Ctrl+Shift+B	Applies Bold format to selected text	Ctrl+S-hift+V	Paste selected text formats
Ctrl+S-hift+C	Copy selected text formats	Ctrl+S-hift+W	Underline Words but no spaces
Ctrl+S-hift+D	Adds Double Underline to the selected text	Ctrl+S-hift+Z	Redo the last action
Ctrl+Shift+E	Track changes of selected text/Enable or disable revision tracking	Ctrl+S-hift+F5	Add/Remove bookmark in current document
Ctrl+Shift+F	Open Font window to change the font	Ctrl+S-hift+F6	Switches to another open Microsoft Word document
Ctrl+S-hift+G	Statistics of document/Word Count	Ctrl+S-hift+F8	Select a vertical block of text, then use the arrow keys, press Esc to cancel selection mode
Ctrl+S-hift+H	Apply hidden text formatting	Ctrl+S-hift+F12	Opens the Print Window
Ctrl+Shift+I	Applies Italic format to selected text	Ctrl+S-hift+8	View or hide non-printing characters
Ctrl+Shift+J	Spreads all the lines in the current or selected paragraphs across the entire width between the margins	Ctrl+S-hift+.	Increase Font Size
Ctrl+Shift+K	Format letters as Small Capitals	Ctrl+S-hift+,	Decrease Font Size
Ctrl+Shift+L	Apply the List Style/Quickly create a bullet point	Ctrl+S-hift+*	View or hide non-printing characters
Ctrl+S-hift+M	Add/Remove a paragraph indent from the left	Ctrl+S-hift+>	Increase the font size of selected text by one point
Ctrl+S-hift+N	Apply the Normal Style	Ctrl+S-hift+<	Decrease the font size of selected text by one point
Ctrl+S-hift+O	Open the research pane for the current document	Ctrl+S-hift+=	Set selected text as Superscript
Ctrl+Shift+P	Open Font window to change the font	Ctrl+S-hift+t+Arrow Down	Extend a selection to the End of a Paragraph
Ctrl+S-hift+Q	Change selected text to the Symbol Font	Ctrl+S-hift+t+Arrow Left	Extend a selection to the Beginning of a Word
Ctrl+Shift+S	Apply a style	Ctrl+S-hift+t+Arrow Right	Extend a selection to the End of a Word
Ctrl+Shift+T	Reduce a hanging indent	Ctrl+S-hift+t+Arrow Up	Extend a selection to the Beginning of a Paragraph

