

# MS WORD KEYBOARD SHORTCUTS

The Complete Cheat Sheet — Every Shortcut, One Page

## File Operations

<b>Ctrl + N</b>	Create a new document
<b>Ctrl + O</b>	Open an existing document
<b>Ctrl + S</b>	Save the document
<b>F12</b>	Save As (choose location/format)
<b>Ctrl + W</b>	Close the document
<b>Ctrl + P</b>	Print the document
<b>Ctrl + Shift + S</b>	Save As (alternate)
<b>Alt + F4</b>	Close Word
<b>Ctrl + Z</b>	Undo last action
<b>Ctrl + Y / F4</b>	Redo / repeat last action

## Editing & Clipboard

<b>Ctrl + X</b>	Cut selected text
<b>Ctrl + C</b>	Copy selected text
<b>Ctrl + V</b>	Paste
<b>Ctrl + Shift + V</b>	Paste without formatting
<b>Ctrl + Alt + V</b>	Paste Special dialog
<b>Ctrl + A</b>	Select entire document
<b>Ctrl + D</b>	Open Font dialog box
<b>Ctrl + F</b>	Find text
<b>Ctrl + H</b>	Find and Replace
<b>Ctrl + G</b>	Go To a page/section/line
<b>Delete</b>	Delete character to the right
<b>Backspace</b>	Delete character to the left
<b>Ctrl + Backspace</b>	Delete word to the left
<b>Ctrl + Delete</b>	Delete word to the right

## Text Formatting

<b>Ctrl + B</b>	Bold
<b>Ctrl + I</b>	Italic
<b>Ctrl + U</b>	Underline
<b>Ctrl + Shift + W</b>	Underline words only, not spaces
<b>Ctrl + Shift + D</b>	Double underline
<b>Ctrl + Shift + K</b>	Small caps
<b>Ctrl + Shift + A</b>	All caps
<b>Ctrl + =</b>	Subscript
<b>Ctrl + Shift + +</b>	Superscript
<b>Ctrl + Shift + *</b>	Show/hide formatting marks
<b>Ctrl + Space</b>	Clear manual character formatting
<b>Shift + F3</b>	Change letter case (cycle)
<b>Ctrl + ]</b>	Increase font size by 1pt
<b>Ctrl + [</b>	Decrease font size by 1pt
<b>Ctrl + Shift + &gt;</b>	Increase font size (next size up)
<b>Ctrl + Shift + &lt;</b>	Decrease font size (next size down)

## Paragraph Formatting

<b>Ctrl + E</b>	Center align paragraph
<b>Ctrl + L</b>	Left align paragraph
<b>Ctrl + R</b>	Right align paragraph
<b>Ctrl + J</b>	Justify paragraph
<b>Ctrl + 1</b>	Single line spacing
<b>Ctrl + 2</b>	Double line spacing
<b>Ctrl + 5</b>	1.5 line spacing
<b>Ctrl + 0</b>	Add/remove space before paragraph
<b>Ctrl + M</b>	Increase indent
<b>Ctrl + Shift + M</b>	Decrease indent
<b>Ctrl + T</b>	Create hanging indent
<b>Ctrl + Shift + T</b>	Reduce hanging indent
<b>Ctrl + Q</b>	Remove paragraph formatting
<b>Ctrl + Shift + S</b>	Apply / open Styles pane

## Navigation

<b>Arrow Keys</b>	Move cursor one character/line
<b>Ctrl + Left/Right</b>	Move cursor one word
<b>Ctrl + Up/Down</b>	Move cursor one paragraph
<b>Home</b>	Move to start of line
<b>End</b>	Move to end of line
<b>Ctrl + Home</b>	Move to start of document
<b>Ctrl + End</b>	Move to end of document
<b>Page Up / Page Down</b>	Move up/down one screen
<b>Ctrl + Page Up/Down</b>	Move to previous/next page
<b>Alt + Ctrl + Page Up/Down</b>	Move to top/bottom of window
<b>Shift + F5</b>	Move to last edit location
<b>Ctrl + Alt + Z</b>	Cycle last 4 edit locations

## Selecting Text

<b>Shift + Arrow Keys</b>	Extend selection by character/line
<b>Ctrl + Shift + Left/Right</b>	Select one word at a time
<b>Shift + Home</b>	Select to start of line
<b>Shift + End</b>	Select to end of line
<b>Ctrl + Shift + Home</b>	Select to start of document
<b>Ctrl + Shift + End</b>	Select to end of document
<b>Ctrl + Shift + Down/Up</b>	Select to end/start of paragraph
<b>Ctrl + A</b>	Select all text
<b>Ctrl + Click</b>	Select a sentence
<b>Alt + Click + Drag</b>	Select a vertical block of text
<b>F8</b>	Extend selection mode (Esc to cancel)

## Tables

<b>Tab</b>	Move to next cell (or add new row at end)
<b>Shift + Tab</b>	Move to previous cell
<b>Alt + Home</b>	Move to first cell in row
<b>Alt + End</b>	Move to last cell in row
<b>Alt + Page Up/Down</b>	Move to top/bottom of column
<b>Ctrl + Tab</b>	Insert a tab character inside a cell
<b>Alt + Shift + Up/Down</b>	Move a row up/down

## References & Links

<b>Alt + Shift + X</b>	Mark a Table of Contents entry
<b>Alt + Ctrl + F</b>	Insert a footnote
<b>Alt + Ctrl + D</b>	Insert an endnote
<b>Ctrl + K</b>	Insert a hyperlink
<b>Alt + Shift + O</b>	Mark a Table of Authorities entry
<b>Ctrl + Alt + M</b>	Insert a comment

## Review & Track Changes

<b>Ctrl + Shift + E</b>	Turn Track Changes on/off
<b>Alt + Ctrl + M</b>	Insert a comment
<b>Ctrl + Shift + F12</b>	Print the document
<b>Alt + R, then T</b>	Accept/Reject change (Ribbon nav)
<b>F7</b>	Open spelling and grammar check
<b>Shift + F7</b>	Open the Thesaurus

## View & Window

<b>Ctrl + Alt + P</b>	Switch to Print Layout view
<b>Ctrl + Alt + O</b>	Switch to Outline view
<b>Ctrl + Alt + N</b>	Switch to Draft view
<b>Ctrl + F1</b>	Show/hide the Ribbon
<b>Ctrl + Shift + F6</b>	Switch to previous open window
<b>Alt + Tab</b>	Switch between open windows
<b>Ctrl + Mouse Scroll</b>	Zoom in/out

## Symbols & Special Characters

<b>Ctrl + Alt + C</b>	Insert copyright symbol ©
<b>Ctrl + Alt + R</b>	Insert registered trademark ®
<b>Ctrl + Alt + T</b>	Insert trademark symbol ™
<b>Ctrl + Hyphen</b>	Insert optional (soft) hyphen
<b>Ctrl + Shift + Hyphen</b>	Insert non-breaking hyphen
<b>Ctrl + Shift + Space</b>	Insert a non-breaking space
<b>Ctrl + Enter</b>	Insert a page break
<b>Shift + Enter</b>	Insert a line break
<b>Ctrl + Shift + Enter</b>	Insert a column break

## Function Keys

<b>F1</b>	Open Help
<b>F2</b>	Move text or graphic
<b>F4</b>	Repeat last action
<b>F5</b>	Open Find/Go To dialog
<b>F7</b>	Spelling and grammar check
<b>F8</b>	Extend selection
<b>F12</b>	Save As
<b>Shift + F3</b>	Change case of selected text
<b>Shift + F7</b>	Thesaurus
<b>Alt + F4</b>	Close Word
<b>Alt + F5</b>	Restore window size
<b>Ctrl + F2</b>	Print Preview