

Microsoft Word Shortcut Keys

Key	Action
Ctrl + A	Select All
Ctrl + B	Bold Text
Ctrl + C	Copy
Ctrl + D	Font Options
Ctrl + E	Center Alignment
Ctrl + F	Find
Ctrl + G	Go To (Page/Section)
Ctrl + H	Replace
Ctrl + I	Italicize
Ctrl + J	Justify Alignment
Ctrl + K	Insert Hyperlink
Ctrl + L	Left Alignment
Ctrl + M	Indent Paragraph
Ctrl + N	New Document
Ctrl + O	Open Document
Ctrl + P	Print
Ctrl + Q	Remove Paragraph Formatting
Ctrl + R	Right Alignment
Ctrl + S	Save

Ctrl + T	Hanging Indent
Ctrl + U	Underline
Ctrl + V	Paste
Ctrl + W	Close Document
Ctrl + X	Cut
Ctrl + Y	Redo / Repeat
Ctrl + Z	Undo
Basic Shortcuts	
Ctrl + N	New document
Ctrl + O	Open document
Ctrl + S	Save document
F12	Save As
Ctrl + P	Print
Ctrl + W	Close document
Editing Shortcuts	
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Y	Redo

Ctrl + A	Select All
Text Formatting	
Ctrl + B	Bold
Ctrl + I	italic
Ctrl + U	Underline
Ctrl + Shift + D	Double underline
Ctrl + Shift + W	Underline words only
Ctrl + Shift + >	Increase font size
Ctrl + Shift + <	Decrease font size
Paragraph Formatting	
Ctrl + L	Align Left
Ctrl + E	Centre
Ctrl + R	Align right
Ctrl + J	Justify
Ctrl + M	Increase Indent
Ctrl + Shift + M	Decrease Indent
Navigation Shortcuts	
Ctrl + Home	Go to beginning
Ctrl + End	Go to end
Ctrl + Arrow Keys	Move word by word
Page Up / Page Down	Move one page up/down

Find & Replace

Ctrl + F	Find
Ctrl + H	Replace
Ctrl + G	Go To

Insert Shortcuts

Ctrl + Enter	Page break
Alt + Shift + D	Insert date
Alt + Shift + T	Insert time

Table Shortcuts

Tab	Move to next cell
Shift + Tab	Move to previous cell

Miscellaneous

Ctrl + K	Insert hyperlink
Ctrl + Shift + C	Copy formatting
Ctrl + Shift + V	Paste formatting
Ctrl + Q	Remove paragraph formatting
Ctrl + Space	Remove text formatting