

Commonly Used Keyboard Shortcuts (for Word)

Editing

Ctrl+C	Copy
Ctrl+X	Cut
Ctrl+V	Paste
Ctrl+A	Select all
Shift+→	Expand selection to the right
Shift+←	Expand selection to the left
Shift+↑	Expand selection up
Shift+↓	Expand selection down
Ctrl+Z	Undo last action
Ctrl+Y	Redo last action
Ctrl+Del	Delete one word to the right
Ctrl+Backspace	Delete one word to the left

Formatting

Ctrl+B	Bold
Ctrl+I	Italic
Ctrl+U	Underline
Shift+F3	Change case
Ctrl+Shift+>	Increase text size by increments
Ctrl+Shift+<	Decrease text size by increments
Ctrl+Shift+=	Apply superscript formatting
Ctrl+=	Apply subscript formatting
Ctrl+1	Single space lines
Ctrl+5	Set 1.5 line spacing
Ctrl+2	Double space lines
Ctrl+L	Left align text
Ctrl+E	Center text
Ctrl+R	Right Align Text
Ctrl+M	Indent paragraph
Ctrl+T	Create a hanging indent
Ctrl+Shift+T	Reduce a hanging indent

Composing

Shift+Enter	Insert a line break
Ctrl+Enter	Insert a page break

Navigating

Page Up	Move up one page
Page Down	Move down one page
Home	Move to beginning of line
End	Move to end of line
Ctrl+Home	Move to beginning of file
Ctrl+End	Move to end of file
Ctrl+→	Move one word to the right
Ctrl+←	Move one word to the left
Tab	Move to next fill-in field
Shift-Tab	Move to previous fill-in field
Ctrl-F	Find (open search dialog)

File Operations

Ctrl+N	Open a new blank document
Ctrl+O	Open an existing file
Ctrl+S	Save current file
Ctrl+P	Print current file
Ctrl+F4	Close current file (leave program open)
Alt+F4	Close active program

Windows Operations

Alt+Tab	Cycle through open programs
Windows Key+M	Minimize all windows