

SHIVAM

COMPUTER EDUCATION

Training & Placement

Training for All Kinds of Basic and Advanced Software

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MS Word

Keyboard Shortcuts

WORK FASTER AND MORE EFFICIENTLY WITH THESE MS WORD SHORTCUTS

How To Read The List

Where shortcut keys must be pressed together they will be shown like this

Ctrl + **C**

Which means press CTRL and C together.

Where keys must be pressed one after the other they will be shown like this

Alt + **O** , **H** **R**

which means press Alt and O together, then release those keys and press H, then R.

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MS Word shortcut keys

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Select all contents of the page.	Ctrl + A
Bold highlighted selection.	Ctrl + B
Copy selected text.	Ctrl + C
Cut selected text.	Ctrl + X
Open new/blank document	Ctrl + N
Open options.	Ctrl + O
Open the print window.	Ctrl + P
Open find box	Ctrl + F
Italicise highlighted selection.	Ctrl + I
Insert link	Ctrl + K
Underline highlighted selection.	Ctrl + U
Paste.	Ctrl + P
Redo the last action performed.	Ctrl + Y
Undo the last action.	Ctrl + Z
Find and replace options.	Ctrl + G
Find and replace options.	Ctrl + H
Justify paragraph alignment	Ctrl + J

MS Word shortcut keys

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Align selected text or line to the left.	Ctrl + L
Align selected paragraph to the left.	Ctrl + Q
Align selected text or line to the center.	Ctrl + E
Align selected text or line to the right.	Ctrl + R
Indent the paragraph.	Ctrl + M
Hanging indent.	Ctrl + T
Font options.	Ctrl + D
Change the font.	Ctrl + Shift + F
Increase selected font +1.	Ctrl + Shift + >
Increase selected font +1.	Ctrl +]
Decrease selected font -1	Alt + [
View or hide non-printing characters.	Ctrl + Shift + *
Move one word to the left	Ctrl + Left arrow
Move one word to the right.	Ctrl + Right arrow
Move to the end of the paragraph.	Ctrl + Down arrow
Delete the word to the right of the cursor.	Ctrl + Del
Delete the word to the left of the cursor.	Ctrl + Backspace
Move the cursor to the end of the document	Ctrl + End

Move the cursor to the beginning of the document.	Ctrl + Home
Reset highlighted text to the default font.	Ctrl + Space
Single-space lines.	Ctrl + 1
Double-space lines.	Ctrl + 2
1.5-line spacing.	Ctrl + 5
Change text to heading 1.	Ctrl + Alt + 1
Change text to heading 2.	Ctrl + Alt + 2
Change text to heading 3.	Ctrl + Alt + 3
Open help.	F1
Close document.	Ctrl + W
Insert the current time	Alt + Shift + T
Insert the current date	Alt + Shift + D
Save as.	F12

