

Microsoft Word Shortcuts

Here are some shortcuts when using Microsoft word that will speed up the typing process.

Depending on the type of Word you are using including online, mobile, or 365 will depend on if these work.

Ctrl + A = Select all	Ctrl + Left Bracket [= decrease font size by 1 point
Ctrl + B = Bold	Ctrl + Right Bracket] = increase font size by 1 point
Ctrl + C = Copy	Ctrl + Shift + A = selected text to all capital letters
Ctrl + D = Change character formatting	Ctrl + Shift + D = double underline to the selected text
Ctrl + E = Align center	Ctrl + Shift + E = enable or disable revision tracking
Ctrl + F = Find	Ctrl + Shift + F = open font window
Ctrl + G = Go to	Ctrl + Shift + L = create a bullet point
Ctrl + H = Replace	Ctrl + Shift + * = view or hide non printing characters
Ctrl + I = Italics	Ctrl + Shift + > = increase font size
Ctrl + J = Justify	Ctrl + Shift + < = decrease font size
Ctrl + K = Insert hyperlink	Ctrl +] = increase font size
Ctrl + L = Left align	Ctrl + [= decrease font size
Ctrl + M = Indent	Ctrl + / + C = insert a cent sign (¢)
Ctrl + N = New document	Ctrl + Del = delete word right of cursor
Ctrl + O = Open document	Ctrl + Backspace = delete word left of cursor
Ctrl + P = Print	Ctrl + End = move the cursor to the end of the document
Ctrl + Q = Remove paragraph formatting	Ctrl + Home = Move the cursor to the beginning of the document
Ctrl + R = Right justify	Ctrl + Spacebar = Reset highlighted text to the default font
Ctrl + S = Save	Ctrl + Enter = Insert a page break
Ctrl + T = Create hanging indent (tab)	Alt + F, A = save the document under a new name
Ctrl + U = Underline	Alt + X = show the Unicode code of a highlighted character
Ctrl + V = Paste	Shift + Enter = Create a soft break instead of a new paragraph
Ctrl + W = Close document	Shift + Insert = Paste
Ctrl + X = Cut	Shift + Alt + D = Insert the current date
Ctrl + Y = Redo previously undone action	Shift + Alt + T = Insert the current time
Ctrl + Z = Undo an action	Esc = cancel a command
Ctrl + 1 = Single-space lines	
Ctrl + 2 = Double-space lines	
Ctrl + 5 = 1.5-line spacing	

The below shortcuts will work if you have the function keys on your keyboard.

F1 = opens help panel

Shift + F1 = opens reveal formatting panel

Alt + F1 = jumps to the next field

Alt + Shift + F1 = Jumps to the previous field

F2 = move text or objects

Ctrl + F2 = open the print window

Alt + Shift + F2 = save your document

Alt + Ctrl + F2 = pop up the open window

F3 = Expand an AutoText entry

Alt + F3 = Create an AutoText entry

Shift + F3 = Change the case of selected text

Ctrl + F3 = Cut selected text to the Spike

Ctrl + Shift + F3 = Insert the contents of the Spike

F4 = repeat your last action

Shift + F4 = repeat the last “Find” action

Ctrl + F4 = close the current document

Alt + F4 = quit Microsoft Word

F5 = open “Go To” tab on the Find and Replace window

Shift + F5 = jump the previous edit you made in your document

Ctrl + Shift + F5 = open Bookmark window

F6 = Go to the next pane or frame in your Word window

Shift + F6 = Go to the previous pane or frame

Ctrl + F6 = Go to the next open document window

Ctrl + Shift + F6 = Go to the previous open document window

F7 = Open the Editor pane and start a spelling and grammar check

Shift + F7 = Open the thesaurus

Alt + F7 = Find the next spelling or grammar error

Alt + Shift + F7 = Open the Translation pane

F8 = Enter Word’s selection mode and expand a selection

Shift+F8 = Reduce a selection

Ctrl + Shift + F8 = Selects a column

F9: Update a field

Shift+F9: Reveal a field’s code

Ctrl+F9: Insert new Empty Field { } braces

Ctrl+Shift+F9: Unlink a field

Alt+F9: Toggle the display of a field’s code

F10: Show key tips

Shift+F10: Display a context menu

Ctrl+F10: Maximize document window

Alt+Shift+F10: Display a menu or window for an available selection

F11: Jump to the next field in your document

Shift+F11: Jump to the previous field in your document

Ctrl+F11: Lock a field so it cannot be edited

Ctrl+Shift+F11: Unlock a field

Alt+Shift+F11: Start the Microsoft Script Editor

F12: Open the Save As window

Shift+F12: Save your document

Ctrl+F12: Open the Open window

Ctrl+Shift+F12: Open the Print window