

Lesson – 10

Shortcut Keys of MS WORD

List of Shortcut Keys for Microsoft Word

Action	Keyboard shortcut
Application window-maximize	Alt + F10
Application window-previous	Alt + Shift + F6
Application window-restore	Alt + F5
Bold	Ctrl + B
Break-column	Ctrl + Shift + Enter
Break-page	Ctrl + Enter
Case-All Caps	Ctrl + Shift + A
Close	Ctrl + F4
Close	Ctrl + W
Copy	Ctrl + C
Copy formatting	Ctrl + Shift + C
Cut	Ctrl + X
Decrease font size	CTRL + SHIFT + <
Dialog box next tabbed section	Ctrl + Tab
Exit application	Alt + F4
Fields-display code	Shift + F9
Find or search	Ctrl + F
Font	Ctrl + D
Font	Ctrl + Shift + F
Font grow/shrink 1 pt	Ctrl +] or [
Create a new blank document	Ctrl + N
Go Back	Ctrl + Alt + Z
Go Back	Shift + F5
GoTo	Ctrl + G
GoTo Next/Previous Paragraph	Ctrl + Up/Down
GoTo Next/Previous Word	Ctrl + Left/Right
Header/Footer-link to previous	Alt + Shift + R
Heading Level 1	Ctrl + Alt + 1

Help	F1
Hyperlink	Ctrl + K
Increase font size	CTRL + SHIFT + >
Indent-decrease	Ctrl + Shift + M
Indent-increase	Ctrl + M
Italics	Ctrl + I
Justify-Center	Ctrl + E
Justify-Full	Ctrl + J
Justify-Left	Ctrl + L
Justify-Right	Ctrl + R
Line-spacing	Ctrl + 1
Line-spacing 1.5	Ctrl + 5
Line-spacing 2	Ctrl + 2
List Bullet Style	Ctrl + Shift + L
Maximize window	Ctrl + F10
Menu Bar	F10
Next window	Ctrl + F6
Normal Style	Ctrl + Shift + N
Open a document	Ctrl + O
Outlining-Show Heading 1	Alt + Shift + 1
Page number field	Alt + Shift + P
Pane-Close	Alt + Shift + C
Paste	Ctrl + V
Print	Ctrl + P
Print Preview	Ctrl + Alt + I
Replace	Ctrl + H
Save As	F12
Save	Ctrl + S
Select All	Ctrl + A
Shortcut Menu	Shift + F10
Small Caps	Ctrl + Shift + K
Subscript	Ctrl + =
Symbol Font	Ctrl + Shift + Q
Table-remove border lines	Ctrl + Alt + U
Table-to column	bottom Alt + PgDn
Table-to column top	Alt + PgUp
Table-to row beginning	Alt + Home

Table-to row end	Alt + End
Time Field	Alt + Shift + T
To bottom / top of screen	Ctrl + Alt + PgDn / PgUp
Underline	Ctrl + U
Underline-double	Ctrl + Shift + D
Underline-word	Ctrl + Shift + W
Undo	Ctrl + Z
View-Normal	Ctrl + Alt + N
View-Outline	Ctrl + Alt + O
View-Page	Ctrl + Alt + P
Close a Document	Ctrl + W
Redo an action	Ctrl + Y
Split a window or remove the split view	Alt + Ctrl + S
Print Preview View	Ctrl + F2
Run a Spelling & grammar check	F7
Open Thesaurus	Shift + F7
Move to end of the current line	End
Move to the end of the document	Ctrl + End
Move to the beginning of the current line	Home
Open the Find dialog box with Go To Tab Selected	F5
Extend the current selection by one character to the left or right	Shift + Left / Right Arrow Key
Extend the current selection by one word to the left or right	Ctrl + Shift + Left / Right Arrow key
Extend selection up or down one line	Shift + Up / Down Arrow key
Extend selection to the beginning or end of the paragraph	Ctrl + Shift + Up / Down Arrow Key
Extend selection to the end of the line	Shift + End
Extend selection to the Beginning of the line	Shift + Home
Extend selection to the Beginning or End of the document.	Ctrl + Shift + Home / End
Delete one character to the left	Backspace
Delete one word to the left	Ctrl + Backspace
Delete one character to the right	Delete
Delete one word to the right	Ctrl + Delete
Superscript	Ctrl + Shift + +