MS WORD SHORTCUT KEYS

COMMONLY USED SHORTCUT KEYS

CTRL + N – CREATE A NEW DOCUMENT
CTRL + O – OPEN AN EXISTING DOCUMENT
CTRL + S – SAVE THE CURRENT DOCUMENT
CTRL + P – PRINT THE DOCUMENT
CTRL + C – COPY SELECTED TEXT
CTRL + X – CUT SELECTED TEXT
CTRL + V – PASTE COPIED/CUT TEXT
CTRL + Z – UNDO LAST ACTION
CTRL + Y – REDO LAST UNDONE ACTION
CTRL + A – SELECT ALL CONTENT
CTRL + F – FIND TEXT IN DOCUMENT
CTRL + H – REPLACE TEXT

NAVIGATION SHORTCUTS

CTRL + → – MOVE ONE WORD TO THE RIGHT
CTRL + ← – MOVE ONE WORD TO THE LEFT
CTRL + ↑ – MOVE UP ONE PARAGRAPH
CTRL + ↓ – MOVE DOWN ONE PARAGRAPH
CTRL + HOME – GO TO THE BEGINNING
OF THE DOCUMENT
CTRL + END – GO TO THE END
OF THE DOCUMENT
PAGE UP – SCROLL UP ONE SCREEN
PAGE DOWN – SCROLL DOWN ONE SCREEN

TEXT FORMATTING SHORTCUT KEYS

CTRL + B – BOLD SELECTED TEXT
CTRL + I – ITALICIZE SELECTED TEXT
CTRL + U – UNDERLINE SELECTED TEXT
CTRL + SHIFT + D – DOUBLE UNDERLINE
CTRL + SHIFT + W – UNDERLINE WORDS ONLY
CTRL + SHIFT + A – CAPITALIZE SELECTED TEXT
CTRL + = – SUBSCRIPT
CTRL + SHIFT + + – SUPERSCRIPT
CTRL + SPACEBAR – REMOVE FORMATTING

VIEW & WINDOW SHORTCUTS

ALT + CTRL + S – SPLIT WINDOW
CTRL + ALT + V – PRINT PREVIEW
CTRL + F2 – PRINT PREVIEW
ALT + CTRL + P – SWITCH TO PRINT LAYOUT
ALT + CTRL + O – SWITCH TO OUTLINE VIEW
ALT + CTRL + N – SWITCH TO DRAFT VIEW
CTRL + W / CTRL + F4 – CLOSE DOCUMENT
ALT + F4 – EXIT MS WORD

SHORTCUT KEYS FOR STYLES & HEADINGS

CTRL + SHIFT + N – NORMAL STYLE
ALT + CTRL + 1 – HEADING 1
ALT + CTRL + 2 – HEADING 2
ALT + CTRL + 3 – HEADING 3

Ms Word 20user Guide

Michael Seilmaier

Ms Word 20user Guide:

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