

Microsoft Word Shortcuts

CTRL-A	Select all
CTRL-B	Bold
CTRL-C	Copy
CTRL-E	Centre
CTRL-F	Find
CTRL-G	Goto
CTRL-H	Replace
CTRL-I	Italic
CTRL-J	Justify
CTRL-L	Left align
CTRL-M	Increase indent
CTRL-N	New document
CTRL-O	Open a document
CTRL-P	Print
CTRL-R	Right align
CTRL-S	Save
CTRL-T	Hanging indent
CTRL-U	Underline
CTRL-V	Paste
CTRL-W	Close document
CTRL-X	Cut
CTRL-Y	Redo/repeat
CTRL-Z	Undo
CTRL-left or right arrow	Previous/next word
CTRL-up or down arrow	Previous/next paragraph
SH-F1	Reveal formatting
CTRL-F6/SH-CTRL-F6	Next/previous open document
CTRL-SH-8	Reveal/hide non-printing characters – don't use the number 8 on the numeric keypad – use the key at the top of the keyboard
CTRL-ENTER	Page break
SH-ENTER	New line