



MS Word

Keyboard Shortcuts

WORK FASTER AND MORE EFFICIENTLY WITH THESE MS WORD SHORTCUTS.

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Below is a list of MS Word keyboard shortcuts you can use to work faster. Scroll through the list or use the Index to quickly go to the section you want.



How To Read The List

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



which means press CTRL and C together.

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



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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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 |



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| 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 |