

Shortcut keys

Basic Shortcut Keys		MS Word® Shortcuts	
Alt+F	File menu options in current program	Alt+Shft+D	Insert current date
Ctrl+←	Move one word at a time to the left	Alt+Shft+T	Insert current time
Ctrl+→	Move one word at a time to the right	Ctrl+←	Move one word to the left
Ctrl+A	Select all	Ctrl+→	Move one word to the right
Ctrl+C	Copy selection	Ctrl+[decrease font size of selection by 1
Ctrl+End	Go to end of document	Ctrl+]	increase font size of selection by 1
Ctrl+Home	Go to beginning of document	Ctrl+1	Single space lines
Ctrl+Ins	Copy selection	Ctrl+2	Double space lines
Ctrl+V	Paste	Ctrl+5	Apply 1.5-line spacing
Ctrl+X	Cut selection	Ctrl+A	Select all contents
End	Go to end of current line	Ctrl+Alt+1	Apply Heading 1
F1	Open Help	Ctrl+Alt+2	Apply Heading 2
Home	Go to beginning of current line	Ctrl+Alt+3	Apply Heading 3
Shift+Del	Cut selection	Ctrl+B	Bold selection
Shift+End	Select from current position to end of line	Ctrl+Backspace	Delete word to the left of the cursor
Shift+Home	Select from current position to beginning of line	Ctrl+C	Copy selection
Shift+Ins	Paste	Ctrl+D	Font options
Alt+F	File menu options in current program	Ctrl+Del	Delete word to the right of the cursor
Ctrl+←	Move one word at a time to the left	Ctrl+down arrow	Move to end of paragraph
Ctrl+→	Move one word at a time to the right	Ctrl+E	Apply center alignment
		Ctrl+End	Move cursor to end of document
		Ctrl+F	Open Find dialog
		Ctrl+G	Open Find/Replace, Go To tab
		Ctrl+D	Ctrl+H
		Ctrl+Home	Move cursor to top of document
		Ctrl+I	Apply italics font to selection
		Ctrl+J	Apply full justify alignment
		Ctrl+K	Insert link
		Ctrl+L	Align selection or text with left margin
		Ctrl+M	Indent paragraph
		Ctrl+N	Open New document
		Ctrl+O	Open options
		Ctrl+P	Open Print dialog
		Ctrl+Q	Align selected paragraph to the left
		Ctrl+R	Align selection or text with right margin
		Ctrl+S	Save
		Ctrl+Shft+←	Select one word to the left
		Ctrl+Shft+→	Select one word to the right
		Ctrl+Shft+*	Show/hide non-printing characters
		Ctrl+Shft+<	decrease font size of selection by 1
		Ctrl+Shft+>	Increase font size of selection by 1
		Ctrl+Shft+F	Open the font dialog
		Ctrl+Shift+Space	Insert non-breaking space
		Ctrl+2	Ctrl+Spacebar
		Ctrl+T	Hanging indent
		Ctrl+U	Apply underline to selection
		Ctrl+up arrow	Move to beginning of line or paragraph
		Ctrl+V	Paste
		Ctrl+W	Close document
		Ctrl+X	Cut selection
		Ctrl+Y	Redo the last action performed
		Ctrl+Z	Undo last action performed
		F12	Save As
		F4	Repeat last action performed
		F7	Open Editor
		Shft+F12	Save
		Shft+F7	Open Thesaurus
		Shft+Ins	Paste
		Shift+F3	Change Case
Microsoft Windows® Shortcut Keys			
Alt+Enter	Open properties dialog for selected icon or app		
Alt+Esc	Switch between applications on task bar		
Alt+F4	Close active application		
Alt+PrtScrn	Screenshot		
Alt+Shift+Tab	Cycle backwards through open applications		
Alt+Tab	Cycle forwards through open applications		
Ctrl+ minus key	Decrease window resolution (zoom out)		
Ctrl+ plus key	Increase window resolution (zoom in)		
Ctrl+Alt+Del	Open Window task manager or reboot		
Ctrl+Esc	Open Start menu		
Ctrl+F4	Close window in active application		
Hold Shift down during Boot	Safe Mode or bypass system files		
Windows Key Shortcuts			
Win+Ctrl+F	Open Find Computers dialog		
Win+D	Display Desktop		
Win+E	Open desktop explorer		
Win+F	Open Windows® Search/Find feature		
Win+F1	Open MS Help in Edge browser		
Win+L	Lock computer		
Win+M	Minimize all windows		
Win+Pause/Break	Open Control Panel>System		
Win+R	Open the Run dialog		
Win+Shft+M	Undo Win+M and Win+D		
Win+Tab	Cycle through open programs on taskbar		
Win+U	Open Settings>Display		