

Word Shortcuts



Shortcut No.	Shortcut Keys	Shortcut Description
1	Ctrl + N	Create a new document
2	Ctrl + O	Open an existing document
3	Ctrl + S	Save the document
4	Ctrl + P	Print the document
5	Ctrl + Z	Undo last action
6	Ctrl + Y	Redo last action
7	Ctrl + X	Cut
8	Ctrl + C	Copy
9	Ctrl + V	Paste
10	F12	Save As
11	Shift + Up/Down arrow	Select line by line
12	Shift + Arrow Key	Select character by character
13	Ctrl + Shift + Arrow Key	Select word by word
14	Ctrl + Home	Move to start of document
15	Ctrl + Shift + </>	Increase/Decrease font size
16	Ctrl + B	Bold text
17	Ctrl + I	Italic text
18	Ctrl + U	Underline text
19	Ctrl + D	Open Font Settings dialog
20	Ctrl + E	Center align
21	Ctrl + L	Left align
22	Ctrl + R	Right align
23	Ctrl + J	Justify
24	Ctrl + T	Increase indent
25	Ctrl + Shift + N	Decrease indent
26	Alt + Shift + D	Insert the date
27	Alt + Shift + T	Insert the time
28	Ctrl + A	Select all
29	Alt + Ctrl + 1	Heading 1
30	Alt + Ctrl + 2	Heading 2
31	Alt + Ctrl + 3	Heading 3
32	Alt + Ctrl + Shift + S	Open Styles pane
33	Ctrl + Shift + L	Bullet point
34	Ctrl + Alt + M	Insert Comment
35	Shift + F7	Thesaurus
36	F7	Spell Check
37	Ctrl + K	Insert a hyperlink
38	Ctrl + Backspace	Delete previous word
39	Ctrl + Delete	Delete next word
40	Ctrl + Shift + 8	Show/hide formatting marks