



## Microsoft Office & Word Shortcuts

| <u>ACTION</u>                                 | <u>OFFICE SHORTCUT KEYS</u> |
|---|-----------------------------|
| Cut   | Ctrl + X                    |
| Copy  | Ctrl + C                    |
| Paste   | Ctrl + V                    |
| Open  | Ctrl + O                    |
| Cycle between open windows                    | Alt + Tab                   |
| Close a document.                             | Ctrl + W                    |
| Close the program window                      | Alt + F4                    |
| Save  | Ctrl + S                    |
| Open the Save As dialog box                   | F12                         |
| New document                                  | Ctrl + N                    |
| Print   | Ctrl + P                    |
| Select All                                    | Ctrl + A                    |
| Find  | Ctrl + F                    |
| Replace...                                    | Ctrl + H                    |
| Go to...                                      | Ctrl + G                    |
| Task pane                                     | Ctrl + F1                   |
| Help  | F1                          |
| Spelling                                      | F7                          |
| Undo...                                       | Ctrl + Z                    |
| Redo  | Alt + Y                     |
| Bold  | Ctrl + B                    |
| Italics                                       | Ctrl + I                    |
| Underline                                     | Ctrl + U                    |
| Subscript                                     | Ctrl + =                    |
| Superscript                                   | Ctrl + Shift + +            |
| Cycles through Upper, Lower and Title case    | Ctrl + F3                   |
| Insert a hyperlink                            | Ctrl + K                    |
| Copy a picture of the screen to the Clipboard | PrtScn                      |
| Move to the end of a text line                | End                         |
| Move to the beginning of a text line          | Home                        |
| Display Properties dialogue box               | Alt + Enter                 |

## ACTION

Select an entire word  
Select an entire sentence  
Select an entire paragraph  
Move to the beginning of the current word  
Move to the beginning of the next word  
Move to the beginning of a paragraph  
Move to the beginning of the next paragraph  
Indent a paragraph  
Remove an indent  
Hanging indent  
Remove a hanging indent  
Centre a paragraph  
Left-align a paragraph  
Right-align a paragraph  
Justify a paragraph  
Create a non-breaking space  
Create a page break  
Create a line break  
Remove all formatting  
Open the Page Setup dialog box  
Open the Paragraph dialog box  
Open the Tab dialog box  
Insert the current date  
Insert the current time  
Set single-space line spacing  
Set double-space line spacing  
Set 1.5 line spacing.....  
Open Macros dialog box...  
Open the Thesaurus  
Open the Word Count dialog box  
Recalculate Word count on the  
Word Count toolbar

## WORD SHORTCUT KEY

Double-click anywhere in the word  
Press Control while clicking in the sentence  
Triple-click anywhere in the paragraph  
Ctrl + Left Arrow  
Ctrl + Right Arrow  
Ctrl + Up Arrow  
Ctrl + Down Arrow  
Ctrl + M  
Ctrl + Shift + M  
Ctrl + T  
Ctrl + Shift + T  
Ctrl + E  
Ctrl + L  
Ctrl + R  
Ctrl + J  
Ctrl + Shift + Spacebar  
Ctrl + Enter  
Shift + Enter  
Ctrl + Shift + N  
Double-click the ruler margin  
Double-click an indent marker  
Double click a Tab marker  
Alt + Shift + D  
Alt + Shift + T  
Ctrl + 1  
Ctrl + 2  
Ctrl + 5  
Alt + F8  
Shift + F7  
Ctrl + Shift + G  
Alt + C