



Keyboard Shortcuts (Word)	
To get this:	Press this keystroke combination:
Moving Within a Document	
Beginning / end of a line	Home / End
Beginning / end of a document or window	Ctrl Home / Ctrl End
Top / bottom of the current window	Alt Ctrl ↑ / Alt Ctrl ↓
Top of previous / next page	Ctrl PgUp / Ctrl PgDn
Go to	Ctrl G (or F5)
Paragraph up / down	Ctrl ↑ / Ctrl ↓
Previous / next word	Ctrl ← / Ctrl →
Editing, Formatting and Aligning Text	
Cut () to clipboard	Ctrl X
Copy () to clipboard	Ctrl C
Paste () from clipboard	Ctrl V
Undo ()	Ctrl Z
Delete current word	Ctrl Del
Insert Date Code	Alt ⇧ D
Page Break / Line Break	Ctrl Enter↵ / ⇧ Enter↵
Select all (document / text box)	Ctrl A
Select text	⇧ + cursor movement keys
Bold / <i>Italics</i> / <u>Underline</u>	Ctrl B / Ctrl I / Ctrl U
Remove paragraph or character formatting	Ctrl Spacebar
Font dialog box	Ctrl D
Decrease font size / Increase font size	Ctrl ⇧ < / Ctrl ⇧ >
Toggle case of selected text	⇧ F3
Align Left () / Right () / Center ()	Ctrl L / Ctrl R / Ctrl E
Indent (Paragraph)	Ctrl M
Miscellaneous Functions	
Cancel an action	Esc
Exit Window (or Program)	Alt F4
Find and Replace	Ctrl F
Help	F1
New File ()	Ctrl N
Open File () / Close File (or Window) ()	Ctrl O / Ctrl F4
Print ()	Ctrl P
Save File () / Save As	Ctrl S / F12