**Frequently used shortcuts**

Open a document Ctrl + O

Create a new document Ctrl + N

Save the document Ctrl + S

Close the document Ctrl + W

Copy selected text Ctrl + C

Cut selected text Ctrl + X

Paste selected text Ctrl + V

Select all document content Ctrl + A

Apply bold formatting to text Ctrl + B

Apply italics formatting to text Ctrl + I

Apply underline formatting to text Ctrl + U

Decrease font size by 1 point Ctrl + Left bracket ( [ )

Increase font size by 1 point Ctrl + Right bracket ( ] )

Center the text Ctrl + E

Align text to the left Ctrl + L

Align text to the right Ctrl + R

Cancel a command Esc

Undo previous action Ctrl + Z

Redo the previous action Ctrl + Y

Adjust zoom magnification Alt + W, Q then use the tab key to adjust to desired value

**Navigate the document**

Move cursor one word to the left Ctrl + Left arrow

Move cursor one word to the right Ctrl + Right arrow

Move cursor up one paragraph Ctrl + Up arrow

Move cursor down one paragraph Ctrl + Down arrow

Move cursor to end of current line End

Move cursor to start of current line Home

**Edit text and Graphics**

Delete one word to the left Ctrl + Backspace

Delete one word to the right Ctrl + Delete

**Align and Format Paragraphs**

Center the paragraph Ctrl + E

Justify the paragraph Ctrl + J

Align paragraph to left Ctrl + L

Align paragraph to right Ctrl + R

Create hanging indent Ctrl + T

Remove hanging indent Ctrl + Shift + T

Apply single spacing to paragraph Ctrl + 1

Apply double spacing to paragraph Ctrl + 2

Add/remove space before paragraph Ctrl + 0 (zero)

**Format characters**

Display **Font** box Ctrl + D

Change to upper, lower, title Shift + F3

Change text to all uppercase Ctrl + Shift+ A

Add bulleted list Ctrl + Shift + L

Apply small caps formatting Ctrl + Shift + K

Apply subscript Ctrl + Equal sign (=)

Apply superscript Ctrl + Shift + Equal sign (=)

**Insert Special characters**

Insert a line break (Soft return) Shift + Enter

Insert a page break Ctrl + Enter

Insert copyright symbol (©) Ctrl + Alt + C

Insert registered trademark (®) Ctrl + Alt + R

Insert trademark symbol (™) Ctrl + Alt + T

Insert a hyperlink Ctrl + K

**Move around in a table**

Move to next cell, select content Tab

Move to previous cell, select content Shift + Tab

Move to first cell in row Alt + Home

Move to last cell in row Alt + End

Move to first cell in column Alt + Page up

Move to last cell in column Alt + Page down

**Use the Access Keys for ribbon tabs**

Home tab Alt + H

Insert tab Alt + N

Layout tab Alt + P

Open Review (spell check) Alt + R