

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

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