

Common Keystrokes Used in *Microsoft Word*

Key	Operation
Alt + F6	Switch from Window to Window within the Same Program
Alt + F8	Macros
Ctrl + A	Select All (Entire Document)
Ctrl + B	Boldface
Ctrl + Backspace	Delete One Word to the Left
Ctrl + C	Copy
Ctrl + Delete	Delete One Word to the Right
Ctrl + E	Center Align
Ctrl + Enter	New Page (Page Break)
Ctrl + F	Find Text
Ctrl + G	Go To
Ctrl + H	Find and Replace Text
Ctrl + Hyphen	Optional Hyphen
Ctrl + I	Italics
Ctrl + J	Full Justify
Ctrl + K	Insert a Hyperlink
Ctrl + L	Left Align
Ctrl + N	Begin a New Document
Ctrl + O	Open a File
Ctrl + P	Print the File
Ctrl + R	Right Align
Ctrl + S	Save File
Ctrl + Shift + Enter	Column Break
Ctrl + Shift + Hyphen	Nonbreaking Hyphen
Ctrl + Shift + Spacebar	Nonbreaking Space
Ctrl + Shift + >	Increase Font Size
Ctrl + Shift + <	Decrease Font Size
Ctrl + Shift +]	Increase Font Size by 1 Point
Ctrl + Shift + [Decrease Font Size by 1 Point
Ctrl + U	Underline
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Y	Redo
Ctrl + Z	Undo
Ctrl + 1	Single Space (with text selected)
Ctrl + 2	Double Space (with text selected)
Ctrl + 3	Triple Space (with text selected)
Ctrl + +	Format Characters as Superscript
Ctrl + =	Format Characters as Subscript
F1	Help
F7	Check Spelling and Grammar
Shift + Enter	Soft Return (Line Break)
Shift + F3	Cycle between Changes in Case
Shift + F7	Thesaurus
Windows + E	Open Windows Explorer
Windows + F	Find a file
Windows + M	Minimize all Windows
Windows + R	Open Run Dialog Box

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