Word Keyboard Shortcuts

Using your keyboard, rather than moving your hands to the mouse, can be a faster and more efficient method of creating documents. Try to incorporate some of these into your daily work, and see if you can't tell a difference!

Putting Keyboard Shortcuts into Action

Notice that when you point to any button on the ribbon, if there is a quick keyboard shortcut, it will show up in the screen tip (when you hover the mouse over the button).

From any ribbon, press ALT, then the keytip letter for the tab you want, (H for Home tab), then the specific keytip letter for your function (N for numbering). Note that your Quick Access Bar (customized for your own uses) is ALT + a number.

Using your Keyboard to Move around Word Documents
(make this part of your regular habit):

→ or ← = one character	|	Ctrl+→ or ← = one word at a time
↑ or ↓ = one line at a time	|	Ctrl+↑ or ↓ = one paragraph at a time
Home = beginning of line	|	Ctrl+Home = beginning of document
End = end of line	|	Ctrl+End = end of document
PgUp or PgDn = one screen at a time	|	Ctrl+PgUp or Ctrl+PgDn = one page at a time

Select text by holding down SHIFT and using the arrow keys (or navigation above) to move the cursor.

Selecting with the mouse:

Double-click = select entire word
Triple-click = select entire paragraph
CTRL+click = select sentence
Mouse in left margin, right-pointing arrow, click = select entire line
Mouse in left margin, right-pointing arrow, double-click = select entire paragraph

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To do this	Press
Make letters bold.	CTRL+B
Make letters italic.	CTRL+I
Make letters underline.	CTRL+U
Decrease font size 1 point.	CTRL+[
Increase font size 1 point.	CTRL+]
Undo the last action.	CTRL+Z
Redo the last action.	CTRL+Y
Find	CTRL+F
Replace	CTRL+H
Go To... (page number, table, etc)	CTRL+G or F5
Show non-printing characters (¶)	CTRL+SHIFT+* (above the 8, keypad * doesn't work))
Spell Check	F7
Copy the selected text or object.	CTRL+C
Cut the selected text or object.	CTRL+X
Paste text or an object.	CTRL+V
Paste special	CTRL+ALT+V
Create a new document.	CTRL+N
Open a document.	CTRL+O
Close a document.	CTRL+W
Save a document.	CTRL+S
Save As	F12
Print a document.	CTRL+P
Delete one character to the left.	BACKSPACE
Delete one word to the left.	CTRL+BACKSPACE
Delete one character to the right.	DELETE
Delete one word to the right.	CTRL+DELETE
Create a nonbreaking space.	CTRL+SHIFT+SPACEBAR
Create a nonbreaking hyphen.	CTRL+SHIFT+HYPHEN
Insert a line break	SHIFT+ENTER
Insert a page break	CTRL+ENTER
Apply copied formatting (paint)	CTRL+SHIFT+V
Copy formatting (start format painter)	CTRL+SHIFT+C
Change Case (toggle through choices)	SHIFT+F3
Format all letters as capitals.	CTRL+SHIFT+A
Remove font formatting	CTRL+SPACEBAR
Set line-spacing to single	CTRL+1
Set line-spacing to double	CTRL+2
Indent paragraph	CTRL+M
Remove paragraph formatting	CTRL+Q