

Useful Microsoft Word Keyboard Shortcuts

Shortcut keys	Action	Shortcut keys	Action
Ctrl + B	Bold	Ctrl + C	Copy
Ctrl + U	Underline	Ctrl + V	Paste
Ctrl + I	Italic	Ctrl + X	Cut
Ctrl + L	Left align text	Ctrl + Return	Page Break
Ctrl + R	Right align text	Ctrl + Shift + 1	Heading 1
Ctrl + E	Centre text	Ctrl + Shift + 2	Heading 2
Ctrl + J	Justify text	Ctrl + Shift + 3	Heading 3
Ctrl + A	Select all	Ctrl + Home	Top of document
Ctrl + 1	Single line spacing	Ctrl + End	Bottom of document
Ctrl + 2	Double line spacing	Ctrl + F	Find
Ctrl + 5	1.5 line spacing	Ctrl + H	Replace
Ctrl + O	Open	Ctrl + G	Go to
Ctrl + K	Insert hyperlink	Shift + F3	Change case
Ctrl + Z	Undo	Ctrl + F1	Task Pane
Ctrl + Y	Redo	F1	Help
Ctrl + D	Format Font	F7	Spell Check
Ctrl + S	Save	Shift + F7	Thesaurus
Ctrl + P	Print	Ctrl + F2	Print Preview
Ctrl + N	New document	Ctrl + [Decrease font by 1
Ctrl + W	Close window	Ctrl +]	Increase font by 1

MS Word MS Excel MS Outlook MS PowerPoint	MS Project MS Visio MS Publisher MS FrontPage	MS SharePoint MS OneNote MS InfoPath MS Expression	MS SharePoint Server MS Project Server MS Exchange Server MS SQL Server
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