

Microsoft Word Lecture

Sheet – MS Word Shortcut

→ Efthaqur Alam

Press This To Move Insertion Pointer Here

↑	Up one line of text
↓	Down one line of text
→	Right one character
←	Left one character
Ctrl+↑	Up one paragraph
Ctrl+↓	Down one paragraph
Ctrl+→	Right one word
Ctrl+←	Left one word
PgUp	Up one screen
PgDn	Down one screen
End	To end of current line
Home	To start of current line
Ctrl+Home	To top of document
Ctrl+End	To bottom of document

The most common key commands

Press This To Do This

Ctrl+C	Copy
Ctrl+X	Cut
Ctrl+V	Paste
Ctrl+Z	Undo

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Text-formatting key commands

To Do This	Press This
Bold	Ctrl+B
Italic	Ctrl+I
Underline	Ctrl+U
Double Underline	Ctrl+Shift+D
Word Underline	Ctrl+Shift+W
Small Caps	Ctrl+Shift+K
Superscript	Ctrl+Shift++
Subscript	Ctrl+=
Erase Formatting	Ctrl+spacebar
Grow Font Size	Ctrl+Shift+>
Shrink Font Size	Ctrl+Shift+<
ALL CAPS	Ctrl+Shift+A
Font	Ctrl+Shift+F
Point Size	Ctrl+Shift+P
Font Dialog Box	Ctrl+D

Paragraph-formatting key commands

To Do This	Press This
Center Text	Ctrl+E
Left Align	Ctrl+L
Right Align	Ctrl+R
One Line Spacing	Ctrl+1
1½ Line spacing	Ctrl+5

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Two Line Spacing Ctrl+2

Justify Ctrl+J

Indent Paragraph Ctrl+M

Unindent Ctrl+Shift+M

Hanging indent Ctrl+T

Unhang indent Ctrl+Shift+T

Common Word key commands

Feature/Action	Press This
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Help	F1
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Cancel	Escape
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Go Back	Shift+F5
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New Document	Ctrl+N
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Open	Ctrl+O
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Print	Ctrl+P
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Close	Ctrl+W
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Quick Save	Ctrl+S
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Repeat	Ctrl+Y
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Find	Ctrl+F
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Find and Replace	Ctrl+H
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Manual Page Break Ctrl+Enter

Uncommon (but useful) Word key commands

Feature/Action	Press This
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Go To	F5
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Show/Hide	Ctrl+Shift+8
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Office Button Menu Alt+F

Styles Task Pane Ctrl+Shift+Alt+S

Print Preview Ctrl+Alt+I

Word Count Ctrl+Shift+G

Symbol Font Ctrl+Shift+Q

Print Layout View Ctrl+Alt+P

Draft (Normal) Mode Ctrl+Alt+N

Outline Mode Ctrl+Alt+O

Split Window Alt+Ctrl+S

Handy insert key commands

To Insert This Press This

Today's Date Alt+Shift+D

Current Time Alt+Shift+T

Paste Special Alt+Ctrl+V

Footnote Alt+Ctrl+F

Endnote Alt+Ctrl+D

Comment Ctrl+Alt+M