



Providing an effective solution for Web Design, Electronic and Printed Media, and Computer Training

King Web Design And
Computer Services Pty Ltd

Microsoft Word shortcut keys

Shortcut Keys	Description
Ctrl + A	Select all contents of the page.
Ctrl + B	Bold highlighted selection.
Ctrl + C	Copy selected text.
Ctrl + X	Cut selected text.
Ctrl + P	Open the print window.
Ctrl + F	Open find box.
Ctrl + I	Italic highlighted selection.
Ctrl + K	Insert link.
Ctrl + U	Underline highlighted selection.
Ctrl + V	Paste.
Ctrl + Y	Redo the last action performed.
Ctrl + Z	Undo last action.
Ctrl + L	Aligns the line or selected text to the left of the screen.
Ctrl + E	Aligns the line or selected text to the center of the screen.
Ctrl + R	Aligns the line or selected text to the right of the screen.
Ctrl + M	Indent the paragraph.
Ctrl + Shift + F	Change the font.
Ctrl + Shift + >	Increase selected font +1pts up to 12pt and then increases font +2pts.
Ctrl +]	Increase selected font +1pts.
Ctrl + Shift + <	Decrease selected font -1pts if 12pt or lower, if above 12 decreases font by +2pt.
Ctrl + [Decrease selected font -1pts.
Ctrl + Shift + *	View or hide non printing characters.
Ctrl + <left arrow>	Moves one word to the left.
Ctrl + <right arrow>	Moves one word to the right.
Ctrl + <up arrow>	Moves to the beginning of the line or paragraph.
Ctrl + <down arrow>	Moves to the end of the paragraph.

Microsoft Word shortcut keys

Shortcut Keys	Description
Ctrl + Del	Deletes word to right of cursor.
Ctrl + Backspace	Deletes word to left of cursor.
Ctrl + End	Moves the cursor to the end of the document.
Ctrl + Home	Moves the cursor to the beginning of the document.
Ctrl + Spacebar	Reset highlighted text to the default font.
Ctrl + 1	Single-space lines.
Ctrl + 2	Double-space lines.
Ctrl + 5	1.5-line spacing.
Ctrl + Alt + 1	Changes text to heading 1.
Ctrl + Alt + 2	Changes text to heading 2.
Ctrl + Alt + 3	Changes text to heading 3.
Ctrl + F1	Open the Task Pane.
Alt + Ctrl + F2	Open new document.
Ctrl + F2	Display the print preview.
Shift + F3	Change the text in Microsoft Word from upper to lower case or a capital letter at the beginning of every word.
Shift + Insert	Paste.
F4	Repeat the last action performed (Word 2000+)
F5	Open the find, replace, and go to window in Microsoft Word.
Ctrl + Shift + F6	Opens to another open Microsoft Word document.
F7	Spell and grammar check selected text and/or document.
Shift + F7	Runs a Thesaurus check on the word highlighted.
F12	Save as.
Shift + F12	Save.
Ctrl + Shift + F12	Prints the document.
Alt + Shift + D	Insert the current date.
Alt + Shift + T	Insert the current time.

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