

Getting Started and Saving

If your Word document is connected to your OneDrive account, it will autosave once you've named and saved it manually.

| Action | Shortcut |
|---|----------|
| Open a document | Ctrl+O |
| Create a new document | Ctrl+N |
| Save a named document | Ctrl+S |
| Save an unnamed document (or save a copy in another location) | F12 |

Selecting Text

| Action | Shortcut |
|---|---------------------------|
| Select all content | Ctrl+A |
| Select individual characters to the left or right of the cursor | Shift+Left or Shift+Right |
| Select the rest of the line to the left or right of the cursor | Shift+Home or Shift+End |
| Select the line above | Home, then Shift+Up |
| Select the line below | End, then Shift+Down |
| Select all text before the cursor | Ctrl+Shift+Home |
| Select all text after the cursor | Ctrl+Shift+End |

Cutting, Copying, Pasting, and Deleting

| Action | Shortcut |
|---|--|
| Copy the selected content | Ctrl+C |
| Cut the selected content | Ctrl+X |
| Paste | Ctrl+V |
| Paste text only (without formatting) | Ctrl+Shift+V |
| Copy the formatting of the selected text | Ctrl+Alt+C |
| Paste the formatting onto the selected text | Ctrl+Alt+V |
| Open the Paste Special dialog box | Alt > H > V > S |
| Delete the previous word | Arrows to move the cursor to the end of the word, and then Ctrl+Backspace. |

Applying Direct Formatting

| Action | Shortcut |
|---|------------------------|
| See all Direct Formatting options | Alt > H |
| Increase font size | Ctrl+] or Ctrl+Shift+> |
| Decrease font size | Ctrl+[or Ctrl+Shift+< |
| Apply or remove block capitals from selected text | Ctrl+Shift+A |
| Change selected letter case | Shift+F3 |
| Underline selected words only (not spaces) | Ctrl+Shift+W |
| Remove all formatting from the selected text | Ctrl+Space |

Applying Style Formatting

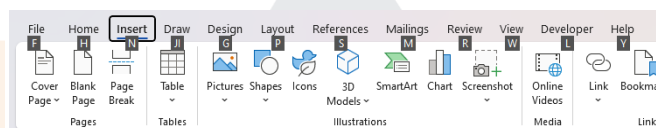
| Action | Shortcut |
|---|-------------------|
| Open the Styles Pane | Ctrl+Shift+Alt+S |
| Open the Apply Styles dialog box | Ctrl+Shift+S |
| Apply the Normal style to the selected paragraph | Ctrl+Shift+N |
| Apply the Heading 1, 2, or 3 styles to the selected paragraph | Ctrl+Alt+[number] |
| Apply the List Bullet style | Ctrl+Shift+L |

Controlling the Layout

| Action | Shortcut |
|---|--------------------------------|
| Center text (direct formatting) | Ctrl+E |
| Left-align text (direct formatting) | Ctrl+L |
| Right-align text (direct formatting) | Ctrl+R |
| Justify-align text (direct formatting) | Ctrl+J |
| New paragraph | Enter |
| New line in the same paragraph | Shift+Enter |
| New style in the same paragraph (style separator) | Ctrl+Alt+Enter |
| Insert Page Break | Ctrl+Enter |
| Insert Section Break | Ctrl+Shift+Enter |
| Increase paragraph indent (direct formatting) | Ctrl+M |
| Decrease paragraph indent (direct formatting) | Ctrl+Shift+M |
| Move the selected paragraph up or down | Alt+Shift+Up or Alt+Shift+Down |

Navigating the Ribbon

To navigate the ribbon, press Alt, then the relevant letter.



Navigating the Document

| Action | Shortcut |
|-------------------------|-------------------------|
| Find (navigation pane) | Ctrl+F |
| Replace (dialog box) | Ctrl+H |
| Go to (dialog box) | Ctrl+G |
| Go to the next page | Ctrl+Page Down |
| Go to the previous page | Ctrl+Page Up |
| Jump between words | Ctrl+Left or Ctrl+Right |
| Jump between paragraphs | Ctrl+Up or Ctrl+Down |

Reviewing the Document

| Action | Shortcut |
|---|--|
| See the print preview | Ctrl+P, then Tab until print preview is selected |
| Move to the next or previous page in print preview | Page Up or Page Down |
| Move to the first page in print preview | Ctrl+Home |
| Move to the last page in print preview | Ctrl+End |
| Switch to the Print Layout view (if you have another view open) | Ctrl+Alt+P |
| Launch Microsoft Editor | F7 |
| Begin spellcheck | Alt+F7 |
| Activate or deactivate Track Changes | Ctrl+Shift+E |
| Close the document | Ctrl+W |

Other Useful Word Keyboard Shortcuts

| Action | Shortcut |
|--|-------------|
| Undo | Ctrl+Z |
| Redo | Ctrl+Y |
| Apply a hyperlink to the selected text | Ctrl+K |
| Insert today's date | Alt+Shift+D |
| Insert the current time | Alt+Shift+T |
| Update selected field | F9 |
| Update all fields | Ctrl+A > F9 |