



Microsoft Word

Shortcut Key (For English User)

File

Open a document Ctrl O

Create a new document Ctrl N

Save a document Ctrl S

Close a document Ctrl W

Open the Word Count dialog box Ctrl Shift G

Paragraph

Switch a paragraph between centered and left-aligned Ctrl E

Switch a paragraph between justified and left-aligned Ctrl J

Switch a paragraph between right-aligned and left-aligned Ctrl R

Left align a paragraph Ctrl L

Indent a paragraph from the left Ctrl M

Remove a paragraph indent from the left Ctrl Shift M

Create a hanging indent Ctrl T

Reduce a hanging indent Ctrl Shift T

Remove paragraph formatting Ctrl Q

Find & Replace

Open the Navigation task pane (to search document) Ctrl F

Repeat find (after closing Find and Replace window) Alt Ctrl Y

Replace text, specific formatting, and special items Ctrl H

Go to a page, bookmark, footnote, table, comment, graphic, or other location Ctrl G

Switch between the last four places that you have edited Alt Ctrl Z



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Font

Decrease font size one value **Ctrl** **Shift** **<**

Increase font size one value **Ctrl** **Shift** **>**

Change the case of letters **Shift** **F3**

Format all letters as capitals **Ctrl** **Shift** **A**

Underline words but not spaces **Ctrl** **Shift** **W**

Double-underline text **Ctrl** **Shift** **D**

Format letters as small capitals **Ctrl** **Shift** **K**

Apply subscript formatting (Automatic spacing) **Ctrl** **=**

Apply superscript formatting (Automatic spacing) **Ctrl** **Shift** **+**

Change the selection to the Symbol font **Ctrl** **Shift** **Q**

Open the Font dialog box to change the font **Ctrl** **Shift** **F**

Open the Font dialog box to change the formatting of characters **Ctrl** **D**

Copy & Paste

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**

Undo the last action **Ctrl** **Z**

Redo the last action **Ctrl** **Y**

Copy formatting from text **Ctrl** **Shift** **C**

Apply copied formatting to text **Ctrl** **Shift** **V**