Microsoft Keyboard Shortcuts

Shortcut	What it Does
Ctl + A	Select all/highlights all text on page
Ctl + B	Changes selected text to bold
Ctl + C	Copies the selected text to clipboard
Clt + E	Centres selected text
Ctl + F	Search the document
Ctl + H	Search and replace
Ctl + I	Italic font the selected text
Ctl + J	Justifies selected text
Ctl + K	Inserts a hyperlink
Ctl + L	Left aligns selected text
Ctl + N	Creates a new document
Ctl + P	Prints the document
Ctl + Q	Removes formatting from selected text
Ctl + R	Right aligns selected text
Ctl + S	Saves the document
Ctl + U	Underlines selected text
Ctl + V	Pastes from clipboard
Ctl + X	Cuts selected text
Ctl + Y	Redo last action
Ctl + Z	Undo last action
Ctl + Enter	Inserts a page break
Ctl + Left Arrow	Jump word to left
Ctl + Right Arrow	Jump word to right
Ctl + Plus Sign (+)	Zoom in
Ctl + Minus Sign (-)	Zoom out
Ctl + F6	Switch between word docs when multiple docs are open
Ctl + Shift + Home	Select text from cursor point to the start of the document
Ctl + Shift + End	Select text from cursor point to the end of the document
Ctl + Shift + A	Change selected text to all upper case
Ctl + Shift + D	Applies double underline formatting
Ctl + Shift + K	Applies small caps formatting
Ctl + Shift + N	Applies the normal style
Ctl + Shift + V	Pastes the text only
Ctl + Shift + W	Applies underline to the words, but not the spaces
Ctl + Alt + I	Switches to print preview
Ctl + Alt + 1	Applies the Headings 1 style
Clt + Alt + 2	Applies the Headings 2 style
Ctl + Alt + 3	Applies the Headings 3 style
Ctl + Alt + D	Inserts an endnote
Ctl + Alt + F	Inserts a footnote
Ctl + Alt + M	Inserts a comment