



Be More Efficient in Word with Keyboard Shortcuts



Navigation

- Home: Beginning of the line
- End: End of the line
- ↑: Previous line
- ↓: Next line
- →: next character
- ← : previous character
- PgUp : one screen up
- PgDn : one screen down
- Ctrl Home: Top of Doc
- Ctrl End: Bottom of Doc.
- Ctrl PgUp: Top of next Page
- Ctrl PgDn: Top of prev. Page
- Ctrl ↑: Previous Paragraph
- Ctrl ↓: Next Paragraph
- Ctrl →: Next Word
- Ctrl ←: Previous Word
- Ctrl G / F5: Go to page
- Shift F5: location you left

Functionality

- Ctrl N: Create new document
- Ctrl O: Open a document
- Ctrl W: Close a document
- Ctrl S: Save a document
- F12: Save as a document
- Alt Ctrl S: Split document window
- Alt Shift S: Remove document window split
- Ctrl F: Open Navigation task pane
- Ctrl H: Replace text
- Alt Ctrl Z: Switch between last four edited places
- Ctrl Z: Undo
- Ctrl Y: Redo

Formatting Text

- Ctrl B: Bold
- Ctrl U: Underline
- Ctrl I: Italic
- Ctrl]: Increase Font size
- Ctrl [: Decrease Font size
- Shift F3: Change Case
- Shift F3: All letters as capitals
- Ctrl Shift W: Underline words only
- Ctrl Shift D: Double-underline text
- Ctrl Shift K: All letters small caps
- Ctrl D: Open Font dialog box
- Ctrl Shift Q: Change selected text to symbols
- Ctrl Shift C: copy formatting from text
- Ctrl Shift V: Apply copied formatting to text

Formatting Paragraphs

- Ctrl E: Switch between centered and left-aligned
- Ctrl J: Switch between justified and left-aligned
- Ctrl R: Switch between right-aligned and left-aligned
- Ctrl L: Left align a paragraph
- Ctrl M: Indent paragraph from left
- Ctrl Shift M: Remove paragraph indent
- Ctrl T: Create a hanging indent
- Ctrl Shift T: Reduce a hanging indent
- Ctrl Q: Remove paragraph formatting
- Ctrl 1: Single-space lines
- Ctrl 2: Double-space lines
- Ctrl 5: Set 1.5– line spacing
- Ctrl 0(zero): Add / remove one line space

Applying Style

- Alt Ctrl Shift s: Open Styles task pane
- Ctrl Shift N: Apply the Normal Style
- Alt Ctrl 1: Apply the Heading 1 style
- Alt Ctrl 2: Apply the Heading 2 style
- Alt Ctrl 3: Apply the Heading 3 style

Inserting Special Characters

- Ctrl F9: A Field
- Shift Enter: A line break
- Ctrl Enter: A page break
- Ctrl Shift Enter: A column break
- Alt Ctrl Minus Sign: An em dash
- Ctrl Minus Sign: An en dash
- Alt Ctrl C: The copyright symbol
- Alt Ctrl R: The registered trademark symbol



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FOLD HERE AND GLUE IT TO THE OTHER END