

Windows 10

Useful Microsoft Word

Keyboard Shortcuts



The following keyboard shortcuts can be used in Microsoft Word to perform common actions. This is not a complete list, just those which are most useful.

Shortcuts for Formatting Text

Turn Bold on/off	Ctrl+ B
Turn Italics on/off	Ctrl+ I
Turn Underline on/off	Ctrl+ U
Left Justify Text.....	Ctrl+ L
Right Justify Text	Ctrl+ R
Centre Text	Ctrl+ E
Fully Justify Text	Ctrl+ J
Change to Single Line Spacing.....	Ctrl+ 1
Change to Double Line Spacing	Ctrl+ 2
Change to 1.5 Line Spacing.....	Ctrl+ 5
Indent Paragraph	Ctrl+ M
Remove Paragraph Indentation	Ctrl+ Shift+ M
Apply Hanging Indent.....	Ctrl+ T
Remove Hanging Indentation	Ctrl+ Shift+ T
Turn Subscript on/off.....	Ctrl+ Equals (=)
Turn Superscript on/off	Ctrl+ Shift+ Equals (=)
Increase Font Size	Ctrl+ Shift+ Full Stop
Decrease Font Size	Ctrl+ Shift+ Comma

Shortcuts for Editing Text

Copy Text	Ctrl+ C
Cut Text	Ctrl+ X
Paste Text.....	Ctrl+ V
Undo Last Action	Ctrl+ U
Redo Last Action	Ctrl+ Y
Delete Character to the Right	Delete
Delete Character to the Left.....	Backspace
Delete Current Word	Ctrl+ Delete
Delete Previous Word.....	Ctrl+ Backspace
Find Text.....	Ctrl+ F

Shortcuts for Managing Documents

Save Document	Ctrl+ S
Save Document with New Name	F12
Open a Document.....	Ctrl+ F12
Print a Document.....	Ctrl+ P
Close a Document	Ctrl+ W
Create a New Document.....	Ctrl+ N
Switch between Documents.....	Ctrl+ F6

Shortcuts for Inserting Items

Insert Date	Shift+ Alt+ D
Insert Page Number.....	Shift+ Alt+ P
Insert Time.....	Shift+ Alt+ T
Insert Copyright Symbol.....	Ctrl+ Alt+ C
Insert Endnote	Ctrl+ Alt+ D
Insert Comment	Ctrl+ Alt+ M
Insert Registered Symbol.....	Ctrl+ Alt+ R
Insert Trademark Symbol.....	Ctrl+ Alt+ T

Note: When using keyboard shortcuts, you must hold down the first key/s mentioned, press the last key mentioned and then release the first key/s.

For example, if you are told to press Ctrl+ B , you hold down the Ctrl key, press the letter B and then release the Ctrl key. If you are told to press Ctrl+ Shift+ S , you hold down both the Ctrl and Shift keys, press the letter S and then release the Ctrl and Shift keys.