

MSWord Keyboard Shortcuts

Control+A	All – select All the text in the current file
Control+B	Bold – make the next or selected text bold
Control+C	Copy – the highlighted text to be Pasted elsewhere
Control+D	Font – change the font settings (<u>F</u> ont dialog box appears)
Control+E	Centre the paragraph
Control+F	Find (<u>N</u> avigation pane appears. It is usually best to show <u>R</u> esults)
Control+G	Go to (<u>F</u> ind and <u>R</u> eplace dialog box appears, open at the <u>G</u> o <u>T</u> o tab)
Control+H	Replace (<u>F</u> ind and <u>R</u> eplace dialog box appears, open at the <u>R</u> eplace tab)
Control+I	Italics – make the next or selected text italic
Control+J	Justify the paragraph
Control+K	Insert a hyperlink (<u>I</u> nsert <u>H</u> yperlink dialog box appears)
Control+L	Left-justify the paragraph
Control+M	Indent the paragraph
Control+N	New – open a new document
Control+O	Open a file (<u>O</u> pen dialog box appears)
Control+P	Print (<u>P</u> rint page appears)
Control+Q	Restore default paragraph settings
Control+R	Right-justify the paragraph
Control+S	Save the file
Control+T	Apply a hanging indent to the paragraph
Control+U	Underline – make the next or selected text underlined
Control+V	Paste – at the cursor, insert the text that you have just Copied
Control+W	Save the file (universal command – for all programs)
Control+X	Cut – remove the highlighted text. Can be Pasted elsewhere.
Control+Y	Redo the last action
Control+Z	Undo the last action