

MS - Word Shortcut Key

1	Ctrl + A	Select all contents of the page
2	Ctrl + B	Bold highlighted selection
3	Ctrl + C	Copy selected text
4	Ctrl + X	Cut selected text
5	Ctrl + N	Open new/blank document
6	Ctrl + O	Open options
7	Ctrl + P	Open the print window
8	Ctrl + F	Open find box
9	Ctrl + I	Italic highlighted selection
10	Ctrl + K	Insert link
11	Ctrl + U	Underline highlighted selection
12	Ctrl + V	Paste
13	Ctrl + Y	Redo the last action performed
14	Ctrl + Z	Undo last action
15	Ctrl + G	Find and replace options
16	Ctrl + H	Find and replace options
17	Ctrl + J	Justify paragraph alignment
18	Ctrl + L	Align selected text or line to the left
19	Ctrl + Q	Align selected paragraph to the left
20	Ctrl + E	Align selected text or line to the centre
21	Ctrl + R	Align selected text or line to the right
22	Ctrl + M	Indent the paragraph
23	Ctrl + T	Hanging indent
24	Ctrl + D	Font options
25	Ctrl + Shift + F	Change the font
26	Ctrl + Shift + >	Increase selected font +1
27	Ctrl +]	Increase selected font +1
28	Ctrl + Shift + <	Decrease selected font -1
29	Ctrl + [Decrease selected font -1
30	Ctrl + Del	Delete word to right of cursor
31	Ctrl + Backspace	Delete word to left of cursor
32	Ctrl + End	Move cursor to end of document
33	Ctrl + Home	Move cursor to beginning of document
34	Ctrl + Space	Reset highlighted text to default font
35	Ctrl + 1	Single-space lines
36	Ctrl + 2	Double-space lines
37	Ctrl + 5	1.5-line spacing
38	Ctrl + Alt + 1	Change text to heading 1
39	Ctrl + Alt + 2	Change text to heading 2
40	Ctrl + Alt + 3	Change text to heading 3
41	F1	Open help
42	Shift + F3	Change case of selected text
43	Shift + Insert	Paste
44	F12	Save as
45	Ctrl + S	Save
46	Shift + F12	Save
47	Alt + Shift + D	Insert the current date
48	Alt + Shift + T	Insert the current time
49	Ctrl + W	Close document