

BASIC SHORTCUT KEYS

Alt+ F	File menu options in current paragraph
Alt+ E	Opens Edit file menu
F1	Display Help
Ctrl + A	Select All
Ctrl + X	Cut
Shift + Del	Cut the selected item
Ctrl + V	Paste
Shift + ins	Paste selected item
Home	Moves cursor to start of line
Ctrl + Home	Move cursor to top of document
End	Move cursor to end of line
Ctrl + End	Moves cursor to end of document

Microsoft Word Shortcuts

Ctrl + B	Bold
Ctrl + C	Copy text
Ctrl+ I	Italicize highlighted selection
Ctrl + F	Find
Ctrl + H	Find and replace
Ctrl + J	Justify paragraph alignment
Ctrl + X	Cut selected text
Ctrl + N	Open a new/blank document
Ctrl + O	Open
Ctrl + P	Open the print window
Ctrl + K	Insert link
Ctrl + U	Underline highlighted selection
Ctrl + V	Paste
Ctrl + G	Find and replace options
Ctrl+ Shift +=	Set chosen text as superscript.
Ctrl+=	Set chosen text as a subscript.
Ctrl + L	Align selected text or line to the left
Ctrl + Q	Align selected paragraph to the left
Ctrl + E	Align selected text or line to the center
Ctrl + R	Align selected text or line to the right
Ctrl + M	Indent the paragraph
Ctrl + T	Hanging indent
Ctrl + D	Font options
Ctrl + Shift + F	Change the font

Microsoft Word Shortcuts

Ctrl + Shift + >	Increase selected font +1
Ctrl +]	Increase selected font +1
Ctrl + [Decrease selected font -1
Ctrl + Shift + *	View or hide non printing characters
Ctrl + (Left arrow)	Move one word to the left
Ctrl + (Right arrow)	Move one word to the right
Ctrl + (Up arrow)	Move to the beginning of the line or paragraph
Ctrl + (Down arrow)	Move to the end of the paragraph
Ctrl + Del	Delete the word to the right of the cursor
Ctrl + Backspace	Delete the word to the left of the cursor
Ctrl + End	Move the cursor to the end of the document
Ctrl + Home	Move the cursor to the beginning of the document
Ctrl + Space	Reset highlighted text to the default font
Ctrl + 1	Single-space lines
Ctrl + 2	Double-space lines
Ctrl + 5	1.5-line spacing
Ctrl + Alt + 1	Change text to heading 1
Ctrl + Alt + 2	Change text to heading 2
Ctrl + Alt + 3	Change text to heading 3
Shift + F3	Change case of selected text
Shift + Insert	Paste
F4	Repeat the last action performed (Word 2000+)
F7	Spell check selected text and/or document
Shift + F7	Activate the thesaurus
F12	Save as
Ctrl + S	Save
Shift + F12	Save
Alt + Shift + D	Insert the current date
Alt + Shift + T	Insert the current time
Ctrl + W	Close document... Read more at: