Click Here

InstaPDF » Education & Jobs » MS Word Shortcut Keys Discover essential MS Word Shortcut Keys in this handy PDF that will make your typing faster and simpler. These shortcuts are designed to boost your productivity and ensure a smoother experience when using your keyboard. We have shared this PDF here to guide you in enhancing your typing efficiency. All Versions of MS Word Covered These MS Word Keyboard shortcuts for beginners are compatible with every version of MS Word, including MS Word 2003, MS Word 2007, MS Word 2010, MS Word 2013, MS Word 2016, MS Word 2019, and Office 365. In this blog, you will learn how to use these basic word shortcuts effectively. Boost Your Typing Productivity Using these MS Word shortcut keys will not only save you time but also help you become more proficient in document creation. So, download the PDF now and start practicing to improve your efficiency in MS Word! MS Word Shortcut Keys List (Word Formulas) – 50 Shortcut Keys of MS Word Shortcut Keys Description Ctrl+0 Toggles 6pts of spacing above the paragraph. Ctrl+A Select all contents of the page. Ctrl+B Bold highlighted selection. Ctrl+C Copy selected text. Ctrl+D Open the font preferences window. Ctrl+E Aligns the line or selected text to the center of the screen. Ctrl+F Open find box. Ctrl+I Italic highlighted selection. Ctrl+J Aligns the selected text

or line to justify the screen. Ctrl+K Insert a hyperlink. Ctrl+L Aligns the line or selected text to the left of the screen. Ctrl+M Indent the paragraph. Ctrl+N Opens new, blank document window. Ctrl+O Opens the dialog box or page for selecting a file to open. Ctrl+P Open the print window. Ctrl+R Aligns the line or selected text to the right of the screen. Ctrl+S Save the open document. Like Shift+F12. Alt+F, A Save the document under a different file name. Alt+X Show the Unicode code of a highlighted character. Ctrl+T Create a hanging indent. Ctrl+U Underline the selected text. Ctrl+V Paste. Ctrl+W Close the currently open document. Ctrl+X Cut selected text. Ctrl+Y Redo the last action performed. Ctrl+Z Undo last action. Ctrl+Shift+A Sets the selected text to all capital letters. Ctrl+Shift+D Adds double underline to the selected text. Ctrl+Shift+E Enable or disable revision tracking. Ctrl+Shift+F Opens Font window to change the font. Ctrl+Shift+L Quickly create a bullet point. Ctrl+Shift+> Increase selected font +1pts up to 12pt and then increase font +2pts. Ctrl+] Increase selected font +1pts. Ctrl+Shift+< Decrease selected font -1pts if 12pt or lower; if above 12, decreases font by +2pt. Ctrl+[Decrease selected font -1pts. Ctrl+/+C Insert a cent sign (¢). Ctrl+'+ Insert a character with an accent (acute) mark, where is the character you want. For example, if you wanted an accented é you would use Ctrl+'+e as your shortcut key. To reverse the accent mark, use the opposite accent mark, often found on the tilde key. Ctrl+Shift+* View or hide non printing characters. Ctrl+Left arrow Moves one word to the left. Ctrl+Right arrow Moves one word to the right. Ctrl+Up arrow Moves to the beginning of the line or paragraph. Ctrl+Down arrow Moves to the end of the paragraph. Ctrl+Del Deletes word to right of cursor. Ctrl+Backspace Deletes word to left of cursor. Ctrl+End Moves the cursor to the end of the document. Ctrl+Home Moves the cursor to the beginning of the document. Ctrl+Spacebar Reset highlighted text to the default font. Ctrl+1 Single-space lines. Ctrl+2 Double-space lines. Ctrl+5 1.5-line spacing. Ctrl+= Set selected text as subscript. Ctrl+Shift+= Set selected text as superscript. Ctrl+Alt+T Insert trademark (TM) symbol. Ctrl+Alt+1 Changes text to heading 1. Ctrl+Alt+2 Changes text to heading 2. Ctrl+Alt+3 Changes text to heading 3. Ctrl+Alt+F2 Open new document. Ctrl+F1 Open the Task Pane. Ctrl+F2 Display the print preview. Ctrl+Shift+> Increases the font size of selected text by one point. Ctrl+Shift+< Decreases the font size of selected text by one point. Ctrl+Shift+F6 Switches to another open Microsoft Word document. Ctrl+Shift+F12 Prints the document. F1 Open help. F4 Repeat the last action performed (Word 2000+). F5 Open the Find, Replace, and Go To window in Microsoft Word. F7 Spellcheck and grammar check selected text or document. F12 Save As. Shift+F3 Change the text in Microsoft Word from uppercase to lowercase or a capital letter at the beginning of every word. Shift+F7 Runs a Thesaurus check on the selected word. Shift+F12 Save the open document. Like Ctrl+S. Shift+Enter Create a soft break instead of a new paragraph. Shift+Insert Paste. Shift+Alt+D Insert the current date. Shift+Alt+T Insert the current time. RELATED PDF FILES Share — copy and redistribute the material in any medium or format for any purpose, even commercially. Adapt — remix, transform, and build upon the material for any purpose, even commercially. The licensor cannot revoke these freedoms as long as you follow the license terms. Attribution — You must give appropriate credit , provide a link to the license, and indicate if changes were made . You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use. ShareAlike — If you remix, transform, or build upon the material, you must distribute your contributions under the same license as the original. No additional restrictions — You may not apply legal terms or technological measures that legally restrict others from doing anything the license permits. You do not have to comply with the license for elements of the material in the public domain or where your use is permitted by an applicable exception or limitation . No warranties are given. The license may not give you all of the permissions necessary for your intended use. For example, other rights such as publicity, privacy, or moral rights may limit how you use the material. 100%(2)100% found this document useful (2 votes)25K viewsThe document lists shortcut keys for Microsoft Word. It provides over 70 shortcut keys that allow users to perform common formatting tasks, navigation, editing functions, and more with just …SaveSave Microsoft Word Shortcut Keys For Later100%100% found this document useful, undefined