

Microsoft Word All Shortcut Key

Bright Class & Computer Institute

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Shortcut	Description
Ctrl+A	Select all page content
Ctrl+B	Make selected text bold
Ctrl+C	Copy the selected content
Ctrl+D	Open the font setting window
Ctrl+E	Align selected content in center
Ctrl+F	Open find text dialog box
Ctrl+G	Go to a particular page, section etc.
Ctrl+H or F5	Open replace text dialog box
Ctrl+I	Italicize the selected text
Ctrl+J	Apply the justify alignment
Ctrl+K	Insert a hyperlink
Ctrl+L	Align selected content in left side
Ctrl+M	Increase the indenting
Ctrl+N	Create a new document
Ctrl+O	Open an existing document
Ctrl+P or Ctrl+Shift+F12	Open print dialog box
Ctrl+Q or Ctrl+Shift+M	Decrease the indenting
Ctrl+R	Align the selected content in right side
Ctrl+T	Increase the hanging indent
Ctrl+Shift+T	Decrease the hanging indent
Ctrl+S/Shift+F12	Save changes in a document
Ctrl+U	Apply or remove the underline from the selected text
Ctrl+V/Shift+ Insert	Paste the copied content
Ctrl+Alt+V	Open paste special dialog box
Ctrl+W	Close the currently open document

Ctrl+X	Cut a selection
Ctrl+Y	Redo a change/ forward change
Ctrl+Z	Undo a change/ backward change
Alt+X	Show the Unicode code of a highlighted character.
Ctrl+0	Toggles 6pts of spacing above the paragraph.
Ctrl+1	Set single line spacing
Ctrl+2	Set double line spacing
Ctrl+5	Set line spacing to 1.5
Ctrl+=	Activate or deactivate subscript
Ctrl+Shift+=	Activate or deactivate superscript
Ctrl+Shift+>	Increase the font size
Ctrl+Shift+<	Decrease the font size
Ctrl+Shift+A	Change selected text into small or capitals case
Ctrl+Shift+F	Opens Font window to change the font
Ctrl+Shift+L	Apply or change bullet style
Ctrl+Shift+*	View or hide non printing characters
Ctrl+Up Arrow/ Home Button	Directly move cursor beginning of the line
Ctrl+Down Arrow/ End Button	Directly move cursor end of the line
Ctrl+Del	Deletes word to right of cursor
Ctrl+Backspace	Deletes word to left of cursor
Ctrl+End	Directly moves the cursor to the end of the document
Ctrl+Home	Directly moves the cursor to the beginning of the document
Ctrl+Spacebar	Reset selected text to the default font or clear formatting
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, open dialog box
Ctrl+F1	Show or Hide the ribbon bar
Ctrl+F2	Display the print preview
Ctrl+Shift+>	Increase the selected text font size
Ctrl+Shift+<	Decrease the selected text font size
Ctrl+Shift+F6	Switches to another open Microsoft Word document
Shift+F3	Change the text from uppercase to lowercase or a capital letter at the beginning of every word
Shift+Alt+D	Insert the current date of system
Shift+Alt+T	Insert the current time of system
F1	Open help window
F4	Repeat the last action performed (Word 2000+)
F7	Spellcheck and Grammar check selected text or document.
F12	Save as the document under a different file name
Alt+F4	Close Ms-Word window

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