

All Microsoft Wordpad Shortcut Key

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Shortcut Key	Shortcut Key Effect
Ctrl+A	Select all page content
Ctrl+B	Make selected text bold
Ctrl+C	Copy the selected content
Ctrl+D	Insert a Ms-Paint drawing
Ctrl+E	Align selected content in center alignment
Ctrl+F	Open find text dialog box
Ctrl+H	Open replace text dialog box
Ctrl+I	Italicize the selected text
Ctrl+J	Align selected content in justify alignment
Ctrl+L	Align selected content in left alignment
Ctrl+N	Create a new document
Ctrl+O	Open an existing document
Ctrl+P	Open print dialog box
Ctrl+R	Align selected content in right alignment
Ctrl+S	Save changes to a document
Ctrl+U	Underline the selected text
Ctrl+V	Paste the copied content
Alt+Ctrl+V	Paste Special
Ctrl+X	Cut a selection
Ctrl+Y	Redo a change/ forward change
Ctrl+Z	Undo a change/ backward change
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+L	Apply or change bullet style
Ctrl+Home or Ctrl+Up Arrow	Directly jump to beginning of the document
Ctrl+End or Ctrl+Down Arrow	Directly jump to end of the document
Ctrl+Left Arrow	Move the cursor one word to the left
Ctrl+Right Arrow	Move the cursor one word to the right
Page Up	Move one page up
Ctrl+Page Down	Move one page down
Delete	Delete single character from left side
Backspace	Delete single character from right side
Ctrl+Delete	Delete the next word
F1	Open WordPad Help
F3	Find the next instance of the text in the Find dialog box
F10	Show/Hide the menu bar shortcut key option
F12	Save the document as a new file
Alt+F4	Close WordPad window

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