




















Common Windows Shortcuts

Shortcut	Icon	Description
Ctrl + O		Open a document or file.
Ctrl + S		Save a file or document.
Ctrl + N		Create a new file or document.
Ctrl + X		Cut the selection to the Windows Clipboard.
Ctrl + C		Copy the selection to the Windows Clipboard.
Ctrl + V		Paste the selection from the Windows Clipboard.
Ctrl + B	B	Turn Bold formatting on or off.
Ctrl + I	<i>I</i>	Turn <i>Italics</i> formatting on or off.
Ctrl + U	<u>U</u>	Turn <u>Underline</u> formatting on or off.
Ctrl + P		Print the current document. Note that the icon won't give you any printing options. The shortcut often will.
Ctrl + Z		Undo the last action.
Ctrl + A		Select all - select the entire document or file.
Ctrl + L		Left aligns the selected paragraph(s).
Ctrl + E		Centre aligns the selected paragraph(s).
Ctrl + R		Right aligns the selected paragraph(s).
Ctrl + J		Justify aligns the selected paragraph(s).
F4		Repeats the last action in Microsoft Word.
 (logo key)		Displays the start menu.
 + E		Open Windows Explorer.
 + F		Open find file options.
 + M		Minimise all open windows.
Alt + Tab		Switch between open windows.
Ctrl + F6		Switch between open files (such as documents in Word).
Ctrl + F4		Close the current file without closing the program.
Alt + F4		Close the program.
F1		Access the program's online help.

Microsoft Word Shortcuts

Shortcuts For Selecting

Click at the beginning of some text, and hold Shift while clicking at another place to select all the text between the two points.

Double-click on a word to select the whole word.

Triple-click inside a paragraph to select the whole paragraph.

Hold Control and click within a sentence to select a whole sentence.

Click to the left of a line to select the whole line of text.

Shortcuts For Moving

Hold down Control and press the left or right arrow key to move the cursor one word at a time.

Hold down Control and press the up or down arrow key to move the cursor one paragraph at a time.

Hold down Control and press the Page up or Page down arrow key to move the cursor one page at a time.

Hold down Alt and Shift while pressing the up or down arrow key to move a paragraph of text up or down.

To move text with the mouse, select the text first, and then drag it with your mouse.

To copy text with the mouse, select the text first, and then drag it with your mouse while holding Control.

Various Shortcuts

Press Control and Backspace to delete the word to the left of the cursor.

Press Control and Delete to delete the word to the right of the cursor.

Hold Shift while clicking the file menu. Close and Save will change to Close all and Save all.

Roll the middle wheel of your mouse to scroll up and down the page.

Roll the middle wheel of your mouse while holding Control to zoom in and out of your page.

Hold Control and press the spacebar to change the selected text back to normal formatting.

Shift and F3 will change the case of the selected text (UPPERCASE, lowercase, Title Case).

Format Painter



The format painter can be used to copy formatting from one part of your document to the other.

To copy formatting once – click in the text that has to formatting you want to copy. Click the format painter icon. Drag over the text you want to format.

To copy formatting more than once - click in the text that has to formatting you want to copy. Double-click the format painter icon. Drag over the text you want to format. Drag over all the other sections of text you want to format. Click the format painter icon to turn it off.