

Word Shortcuts for Windows | excellyes.org

Action	Shortcut (Windows)	Easy Description (For Users)
Copy	Ctrl + C	Copies selected text or object.
Paste	Ctrl + V	Pastes the copied or cut text.
Cut	Ctrl + X	Cuts the selected text to move it elsewhere.
Undo	Ctrl + Z	Reverses your last action.
Redo	Ctrl + Y	Repeats the last undone action.
Select All	Ctrl + A	Selects everything in the document.
Bold	Ctrl + B	Makes selected text bold.
Italic	Ctrl + I	Italicizes selected text.
Underline	Ctrl + U	Underlines selected text.
Open File	Ctrl + O	Opens an existing document.
Save File	Ctrl + S	Saves the current document.
Save As	F12	Opens the Save As dialog to rename or save in a different location.
Print Document	Ctrl + P	Opens the print dialog box.
Close Document	Ctrl + W	Closes the current document.
Exit Word	Alt + F4	Closes Word completely.
Find Text	Ctrl + F	Opens the Find dialog box to search text.
Replace Text	Ctrl + H	Opens the Replace dialog box.
Go To Page	Ctrl + G	Opens the Go To dialog to jump to a specific page.
Align Left	Ctrl + L	Aligns text to the left.
Align Center	Ctrl + E	Centers the selected text.
Align Right	Ctrl + R	Aligns text to the right.
Justify Text	Ctrl + J	Aligns text evenly on both sides.
Increase Font Size	Ctrl + Shift + >	Makes text larger.

Decrease Font Size	Ctrl + Shift + <	Makes text smaller.
Open Font Dialog	Ctrl + D	Opens the font formatting window.
Apply Heading 1	Ctrl + Alt + 1	Applies Heading 1 style.
Apply Heading 2	Ctrl + Alt + 2	Applies Heading 2 style.
Apply Heading 3	Ctrl + Alt + 3	Applies Heading 3 style.
Insert Hyperlink	Ctrl + K	Inserts or edits a hyperlink.
Insert Page Break	Ctrl + Enter	Inserts a new page.
Insert Line Break	Shift + Enter	Breaks the line without a new paragraph.
Insert Date	Alt + Shift + D	Inserts the current date.
Insert Time	Alt + Shift + T	Inserts the current time.
Open Spell Check	F7	Starts spelling and grammar check.
Word Count	Ctrl + Shift + G	Opens word count statistics.
Increase Indent	Ctrl + M	Increases paragraph indent.
Decrease Indent	Ctrl + Shift + M	Decreases paragraph indent.
Single Line Spacing	Ctrl + 1	Sets single line spacing.
Double Line Spacing	Ctrl + 2	Sets double line spacing.
1.5 Line Spacing	Ctrl + 5	Sets 1.5 line spacing.
Open Thesaurus	Shift + F7	Opens thesaurus for synonyms.
Open Navigation Pane	Ctrl + F	Displays the navigation/search pane.
Zoom In/Out	Ctrl + Mouse Wheel	Zooms in or out of the page.
Select Sentence	Ctrl + Click	Selects an entire sentence.
Select Paragraph	Triple Click	Selects a whole paragraph.
Move to Document Start	Ctrl + Home	Moves cursor to top of the document.
Move to Document End	Ctrl + End	Moves cursor to the end of the document.
Insert Comment	Ctrl + Alt + M	Adds a comment to selected text.

Accept Track Changes	Ctrl + Shift + E	Turns Track Changes on or off.
Open Review Pane	Alt + R + P	Opens the review pane for comments.
Open Save Options	Alt + F + A	Opens the Save As options menu.

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