Word Keyboard Shortcuts

Windows cheat sheet · 50 shortcuts

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Basics

Ctrl + N	Create a new document
Ctrl + O	Open a document
Ctrl + S	Save the document
Ctrl + P	Print the document
Ctrl + W	Close the document
F12	Open the Save As dialog

Edit

Ctrl + Z	Undo the previous action
Ctrl + Y	Redo the previous action
Ctrl + Shift + V	Paste text only
Shift + F3	Cycle the case of the selected text
Ctrl + Backspace	Delete the previous word
Ctrl + Delete	Delete the next word

Find

Ctrl + F	Open the Navigation pane search
Ctrl + H	Find and replace text

Navigate

Ctrl + G	Open Go To
Ctrl + Home	Move to the beginning of the document
Ctrl + End	Move to the end of the document
Shift + F5	Go to the previous edit location

Select

Ctrl + A	Select all document content

Format

Ctrl + B	Apply bold formatting
Ctrl + I	Apply italic formatting
Ctrl + U	Apply underline formatting
Ctrl + L	Align text to the left
Ctrl + E	Center text
Ctrl + R	Align text to the right
Ctrl + J	Justify text
Ctrl +]	Increase font size by 1 point
Ctrl + [	Decrease font size by 1 point
Ctrl + Spacebar	Remove manual character formatting
Ctrl + Shift + A	Toggle all capitals formatting
Ctrl + Shift + K	Toggle small capitals formatting
Ctrl + Equal	Apply subscript formatting
Ctrl + Shift + Plus	Apply superscript formatting
Ctrl + 1	Apply single line spacing
Ctrl + 2	Apply double line spacing
Ctrl + 5	Apply 1.5 line spacing
Ctrl + M	Indent a paragraph from the left
Ctrl + Shift + M	Remove a paragraph indent from the left
Ctrl + T	Create a hanging indent
Ctrl + Shift + T	Reduce a hanging indent
Ctrl + Q	Remove paragraph formatting
Alt + Ctrl + 1	Apply the Heading 1 style
Alt + Ctrl + 2	Apply the Heading 2 style
Alt + Ctrl + 3	Apply the Heading 3 style

Insert

Ctrl + K	Insert a hyperlink
Ctrl + Enter	Insert a page break
Alt + Shift + Minus	Insert a non-breaking hyphen
Ctrl + Shift + Spacebar	Insert a non-breaking space

Review

Ctrl + Alt + M	Insert a new comment
Ctrl + Shift + E	Turn Track Changes on or off