


## Keyboard Shortcuts

Shortcut keys are used to bypass menus and carry out commands directly. Shortcut keys may be used to access commands and toolbar buttons, along with repeating the last action that was performed. In addition to the commands listed in the table there are additional shortcuts available. For a more comprehensive list of shortcuts than are listed in the table, complete the following steps:

- ❖ Click the **Help** button in the upper-right corner of the Word window (see illustration at right). 
- ❖ The **Help** window will display.
- ❖ In the **Search** box, input **Keyboard Shortcuts**.
- ❖ A list of different keyboard shortcuts for different objects in Word will appear.
- ❖ Click on the link for one of the shortcut types.
- ❖ To see the shortcuts for each category, click the **Select All** button in the upper-right corner of the window.
- ❖ The table below lists some of the more common keyboard shortcuts.

Shortcut Keys	Activity
<b>F1</b>	Microsoft Word Help
<b>F7</b>	Spelling and Grammar Check
<b>Shift + F1</b>	What's this? (Describes the function presently being done)
<b>Shift + F3</b>	Change Case
<b>Shift + F7</b>	Open the thesaurus
<b>Ctrl + A</b>	Select all
<b>Ctrl + B</b>	Bold
<b>Ctrl + C</b>	Copy
<b>Ctrl + E</b>	Center text
<b>Ctrl + F</b>	Find and Replace
<b>Ctrl + G</b>	Go to page, section, line, etc.
<b>Ctrl + H</b>	Replace
<b>Ctrl + I</b>	Italicize
<b>Ctrl + J</b>	Justify text
<b>Ctrl + K</b>	Insert a hyperlink
<b>Ctrl + L</b>	Left-align text
<b>Ctrl + N</b>	New Document
<b>Ctrl + O</b>	Open
<b>Ctrl + P</b>	Print
<b>Ctrl + R</b>	Right-align text

<b>Shortcut Keys</b>	<b>Activity</b>
<b>Ctrl + S</b>	Save
<b>Ctrl + U</b>	Underline
<b>Ctrl + V</b>	Paste
<b>Ctrl + X</b>	Cut
<b>Ctrl + Y or F4</b>	Repeat the last action
<b>Ctrl + Y</b>	Redo
<b>Ctrl + Z</b>	Undo
<b>Ctrl + 1 (one)</b>	Single-space text
<b>Ctrl + 2 (two)</b>	Double-space text
<b>Ctrl + 5 (five)</b>	Format text with 1.5 line spacing
<b>Ctrl + Home</b>	Go to the beginning of the document
<b>Ctrl + End</b>	Go to the end of the document
<b>Ctrl + Shift + Home</b>	Select to the beginning of the document
<b>Ctrl + Shift + End</b>	Select to the end of the document
<b>Ctrl + Backspace</b>	Delete a word to the right of the insertion point.
<b>Ctrl + Delete</b>	Delete a word to the left of the insertion point.
<b>Delete Key</b>	Delete characters to the right of the insertion point.
<b>Backspace Key</b>	Delete characters to the left of the insertion point.