

Microsoft Word Shortcut Keys All Versions

CTRL Keys

Home	Top of Document
End	Bottom Document
=	Subscript
1	Single Line Spacing
2	Double Line Spacing
5	1 ½ Line Spacing
A	Select All Text
B	Bold Text
C	Copy Text
D	Font Change
E	Centre Text
F	Find Text
G	Go To Page
H	Replace Text
I	Italic Text
J	Justified Text
L	Left Align Text
M	Indent Text
N	Create New File
O	Open a File
P	Print a File
R	Right Align Text
S	Save File
T	Hanging Paragraph
U	Underline Text
V	Paste Text
X	Cut Text
Y	Redo Action
Z	Undo Action

Ctrl Shift Keys

+	Superscript
A	All Capitals
D	Double Underline
F	Font Change
M	Unindent Text
N	Normal Style
P	Font Size
T	Unhang Paragraph
W	Word Underline

Function Keys

F1	Help
F4	Repeat Action
F5	Go To Page
F7	Spell Check
F8	Select Text
F12	File Save As

Shift Keys

F3	Change Case
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Ctrl Alt Keys

1	Heading 1 Style
2	Heading 2 Style
3	Heading 3 Style

Software Solutions
cathi@xtra.co.nz
027 285 2389