



Microsoft Word Shortcut Keys Software Solutions	
CTRL Keys	
Home	Top Document
End	Bottom Document
=	Subscript
1	Single Spacing
5	1.5 Line Spacing
2	Double Spacing
A	Select All
B	Bold Text
C	Copy Text
D	Font Change
E	Centre
F	Find Text
G	Go To Page
H	Replace
I	Italic
J	Justified
K	Hyperlink
L	Left Align
M	Indent
N	New File
O	Open a File
P	Print a File
R	Right Align
S	Save File
T	Hanging Para
U	Underline
V	Paste Text
W	Close File
X	Cut Text
Y	Redo
Z	Undo
Ctrl Shift Keys	
+	Superscript
A	All Capitals
D	Double Underline
F	Font Change
M	Unindent Text
N	Normal Style
P	Font Size
T	Unhang para
W	Word Underline
Function Keys	
F1	Help
F4	Repeat last action
F5	Go to Page
F7	Spell Check
F8	Select Text
F12	File Save As
Shift Keys	
F3	Change Case
Ctrl Alt Keys	
1	Heading 1 Style
2	Heading 2 Style
3	Heading 3 Style
Cathi Barker cathi@xtra.co.nz 027 285 2389	

Microsoft® Office Word Key Templates

Cathi Barker
 Founder & Director
 Software Solutions
 Microsoft Certified Professional
 Microsoft Certified Solution Developer
 Microsoft Certified Application Specialist 2007
 Microsoft Office 97, 2000, 2002 and 2003 Master & Master Instructor



AUTHORIZED INSTRUCTOR

Microsoft Word	CTRL Keys										
Shortcut Keys	Home	End	1	5	2	A	B	C	D		
Software Solutions	Top Doc	End Doc	Single spacing	1.5 Spacing	Double Spacing	Select All	Bold	Copy	Font Change		
CTRL Keys											
E	F	G	H	I	J	K	L	M	N	P	
Centre	Find	Go To	Replace	Italic	Justify	Hyperlink	Left Align	Indent	New File	Open File	Print File
CTRL Keys						Ctrl Alt Keys					
R	S	T	U	V	W	X	Y	Z	1	2	3
Right Align	Save File	Hang Para	Underline	Paste Text	Close File	Cut Text	Redo	Undo	Heading 1 Style	Heading 2 Style	Heading 3 Style
Function Keys						Ctrl Shift Keys					
F1	F4	F5	F7	F8	F12	+	A	D	M	N	P
Help	Repeat	Go To	Spell Check	Select Text	File Save As	Super script	All Caps	Double Underline	Unindent	Normal Style	Font Size
Cathi Barker						cathi@xtra.co.nz			027 285 2389		

