

## WORD KEYBOARD SHORTCUTS

### GENERAL

|                            |                                |
|----------------------------|--------------------------------|
| New / Print / Save         | Ctrl + N / Ctrl + P / Ctrl + S |
| Open / Close               | Ctrl + O / Ctrl + W            |
| Zoom in / out              | Ctrl + mouse wheel up / down   |
| Undo / Redo                | Ctrl + Z / Ctrl + Y            |
| Repeat the last action     | F4 function key                |
| Bold / italics / underline | Ctrl + B / Ctrl + I / Ctrl + U |
| Copy selected text         | Ctrl + C                       |
| Cut selected text          | Ctrl + X                       |
| Paste copied/cut text      | Ctrl + V                       |
| Run Spellcheck             | F7 function key                |

### SELECT TEXT

|  |  |
|--|--|
| A single word                                    | Double-click   |
| One word at a time to the right                  | Ctrl + Shift + →   |
| One word at a time to the left                   | Ctrl + Shift + ←   |
| Consecutive text                                 | Drag OR Click at beginning, hold down Shift, click at end                        |
| Non-consecutive text                             | Drag over initial selection, hold down Ctrl and drag over subsequent selections  |
| Sentence   | Ctrl + click anywhere in the sentence  |
| Line   | Click once in the selection bar (left margin)                                    |
| Paragraph  | Click 3 times in the paragraph OR click twice in the selection bar (left margin) |
| Multiple paragraphs or lines                     | Drag in selection bar (left margin)  |
| Entire document                                  | Ctrl + A OR click 3 times in the selection bar (left margin)                     |
| From the cursor to the beginning of the document | Ctrl + Shift + Home  |
| From the cursor to the end of the document       | Ctrl + Shift + End   |
| Vertically                                       | Hold down Alt while dragging down (does not work in tables)                      |

## NAVIGATE THROUGH A DOCUMENT

|                                 |             |
|---------------------------------|-------------|
| Go to beginning of document     | Ctrl + Home |
| Go to end of document           | Ctrl + End  |
| Go to beginning of current line | Home        |
| Go to end of current line       | End         |
| Move right a word at a time     | Ctrl + →    |
| Move left a word at a time      | Ctrl + ←    |
| Move up a paragraph at a time   | Ctrl + ↑    |
| Move down a paragraph at a time | Ctrl + ↓    |

## DELETE TEXT ONE WORD AT A TIME

|                       |                  |
|-----------------------|------------------|
| One word to the left  | Ctrl + Backspace |
| One word to the right | Ctrl + Delete    |

## FIND, REPLACE, GO TO

|  |                |
|--|----------------|
| Open the traditional Find and Replace / Go To dialog | Ctrl + H OR F5 |
| Open the search window in the Navigation Pane        | Ctrl + F       |

## PAGE & COLUMN BREAKS

|                       |                      |
|-----------------------|----------------------|
| Insert a page break   | Ctrl + Enter         |
| Insert a column break | Ctrl + Shift + Enter |

## TABLES

|   |                 |
|---|-----------------|
| Select next cell content or add new row after last cell | Tab             |
| Select previous cell content                            | Shift + Tab     |
| Go to first cell in a row                               | Alt + Home      |
| Go to the last cell in a row                            | Alt + End       |
| Go to the first cell in a column                        | Alt + Page Up   |
| Go to the last cell in a column                         | Alt + Page Down |
| Insert a tab in a cell                                  | Ctrl + Tab      |