

# **Microsoft Word Shortcut Keys**



**By Atul Bhatt**

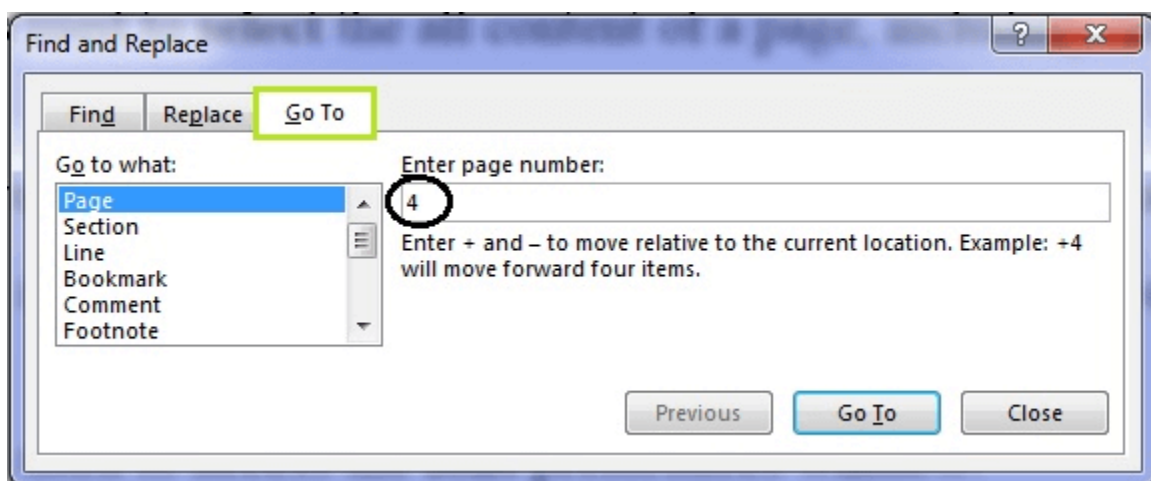
In modern times, there is no confusion in saying that computers have become a very useful part of daily life. If you use the computer frequently, you must have knowledge about the computer shortcut keys.

Computer shortcut keys provide an easier way of navigating and performing commands in computer software. The use of shortcut keys is beneficial for computer users, as it allows them to complete tasks accurately and in less time. Furthermore, by using shortcut keys, you can increase your productivity and reduce the strain caused by repetitive motions.



- **Ctrl+A:** It is used to **select** all content of a page, including images and other objects.
- **Ctrl+B:** It provides users with the option to **bold** the selected item of a page.

- **Ctrl+C:** Its use is to **copy** the selected text, including other objects of a file or page.
- **Ctrl+D:** It is used to access the **font** preferences window, which offers several options such as font size, font style, font color, etc.
- **Ctrl+E:** It is used to **align** the selected item to the **center** of the screen.
- **Ctrl+F:** It helps users to **find** or **search** data in the current document or window.
- **Ctrl+G:** It is used to **Go To** or jump to any page. When you press Ctrl+G, a dialog box appears, which offers you various options such as find, replace, and **Go to**. For example, you have 15 pages in your file, and you want to visit page number 4, then enter number 4 in the given box and press the **Go To** It will take you to the desired page. As shown in the below figure:



- **Ctrl+H:** It is used to **replace** the words or sentences in a file. For example, if by mistake you have written spple instead of apple at many places in your file, you can replace it with the apple in one go.
- **Ctrl+I:** It offers an option to **italicize** and **un-italicize** the highlighted text.
- **Ctrl+J:** It is used to **Justify** (distribute your text evenly between the margins) the selected text.
- **Ctrl+K:** It allows you to insert the **hyperlink**. For example, <http://www.geekstalk.tech>
- **Ctrl+L:** It is used to adjust (**align**) the selected content to the left of the screen.
- **Ctrl+M:** It provides users with the option to **indent** the As shown in the below picture:

**Ctrl+M:** It is **before indenting** the paragraph.

**Ctrl+M:** It is **after indenting** the paragraph.

- **Ctrl+N:** It is used to open a **new** or **blank document** in Microsoft applications and some other software.
- **Ctrl+O:** It is used to **open** the dialog box where you can choose a file that you want to open.
- **Ctrl+P:** It is used to open the **print** preview window of a document or a file. It can also be done by pressing **Ctrl+F2** and **Ctrl+Shift+F12**.

- **Ctrl+Q:** Its use is to **align** the selected paragraph to the
- **Ctrl+R:** It offers users the option to **align** the line or selected content to the **right** of the screen.
- **Ctrl+S:** Its use is to **save** the document or a file.
- **Ctrl+T:** It gives users the benefit of creating a **hanging indent** for a paragraph. For better understanding, see the below image:

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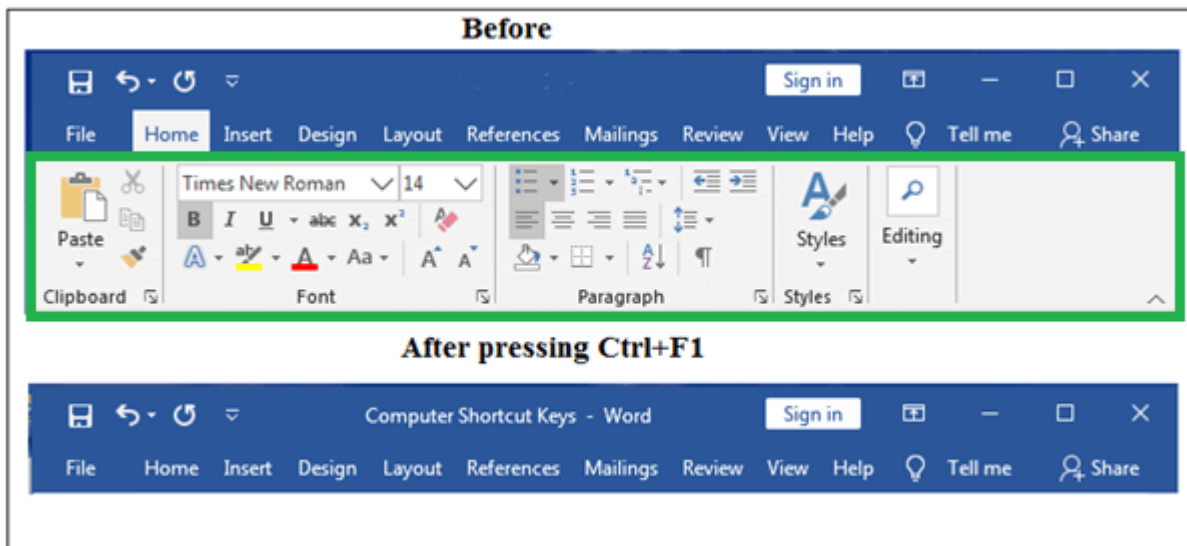
In modern times, there is no confusion in saying that computers have become a very useful part of daily life. If you use the computer frequently, you must have knowledge about the computer shortcut keys. **(After pressing Ctrl+T).**

- **Ctrl+U:** It is used to **underline** the selected text.
- **Ctrl+V:** It is used to **paste** the copied data. It allows you to copy data once, and then you can paste it any number of times. You can also paste the data by using **Shift+Insert**.
- **Ctrl+W:** Its use is to **close** the currently open **document** or a file quickly.
- **Ctrl+X:** If you want to cut some text, you can use this key to **cut** the selected content. You can also paste it by using **Ctrl+V**.

- **Ctrl+Y:** It allows the users to **redo** the last action performed in a file. For example, you have written a word mango; you can repeat this word multiple times by pressing **Ctrl+Y**.
- **Ctrl+Z:** It is used to **get back** the deleted item. For example, if you have deleted the data by mistake, you can press Ctrl+Z to retrieve (**Undo**) the deleted data. It can also be done by pressing **Alt+Backspace**.
- **Alt+F, A:** It allows users to use the **Save As** option, which means to save a file with a different name. For that, you need to press **Alt+F**, which displays a dialog box or a page, then press A for Save As option. It can also be done simply by pressing
- **Ctrl+Shift+L:** This key is used to create a bullet point in the file quickly.
- **Ctrl+Shift+>:** It **increases** the **font size** by +1pts up to 12pt thereafter increases by +2pts.
- **Ctrl+Shift+<:** It is used to **decrease** the **font** If the font size is 12pt or lower; it decreases the font by -1pts, and if the font size is above 12, it decreases the font by +2pts.
- **Ctrl+] :** Its use is to **increases** the **font** size by **+1pts**.
- **Ctrl+[ :** It is used to **decreases** the **font** size by **-1pts**.
- **Ctrl+/,+C:** It offers users the option to **insert** a **cent sign (¢)**.

- **Ctrl + (Left arrow ←):** It allows users the benefit to **move** one word to the **left** in the line or a paragraph.
- **Ctrl + (Right arrow →):** It is used to **move** one word to the
- **Ctrl+Shift+\*:** It is used to show or hide non-printing characters.
- **Ctrl + (Up arrow ↑):** This key is used to **move** the typing **cursor** to the beginning of the line or paragraph.
- **Ctrl + (Down arrow ↓):** It enables you to **move** the typing **cursor** to the end of the paragraph.
- **Ctrl+Delete:** It allows users to **delete** a word to the **right** of the cursor.
- **Ctrl+Backspace:** It allows users to **delete** a word to the **left** of the cursor.
- **Ctrl+End:** Its use is to move the **cursor** to the **last** of the document.
- **Ctrl+1:** It is used to give a **single line space**. For example, to make the 1.0 space between the lines of a paragraph.
- **Ctrl+2:** It is used to give the **double line space**. For example, to make the 2.0 space between the lines of a paragraph.
- **Ctrl+5:** It is used to make the **5 space** between the lines of a paragraph.
- **Ctrl+Spacebar:** It enables you to **reset** the selected text to the **default font**.
- **Ctrl+Home:** It allows you to move the **cursor** to the **beginning** of the document.

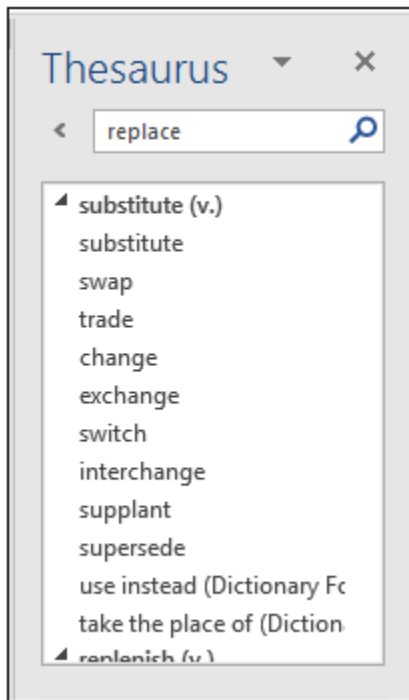
- **Ctrl+Alt+1:** It changes text format to **heading 1**.
- **Ctrl+Alt+2:** It changes text format to **heading 2**.
- **Ctrl+Alt+3:** It changes text format to **heading 3**.
- **Alt+Ctrl+F2:** It is used to open the **new file** or a document.
- **Ctrl+F1:** Its use is to open the **task pane** in some Microsoft office versions, in word 2016, it is used to hide and show the **ribbon** as shown in the below image:



- **Ctrl+Shift+F6:** It allows the users to **switch** between open documents in Microsoft Word.
- **F1:** The function key **F1** is used to open the **help and support**
- **F4:** It enables you to repeat the last action performed. For example, when you want to retype the last typed word multiple times, you can use this key.
- **F5:** It is used to access the **find and replace** dialog box, including **Go to**



- **F7:** It provides users the advantage to check **spelling** and **grammar** of selected text or document.
- **Shift+F3:** It is used to use the change case option where you can change the text from uppercase to lowercase or a capital letter at the beginning of every word.
- **Shift+F7:** It offers users the option to check the **thesaurus** of the selected word. You need to select the word and press this key. As shown in the below picture:



- **Shift+Alt+D:** It is used to insert the **current date**.
- **Shift+Alt+T:** Its use is to insert the **current time**.