

52 Special MS Word Keyboard Shortcuts

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| 1 | Ctrl + A = Select All | 27 | Ctrl +] = Font Size Increase |
| 2 | Ctrl + B = Bold | 28 | Ctrl + [= Font Size Decrease |
| 3 | Ctrl + C = Copy Used with, Ctrl+V= Paste | 29 | Ctrl + Shift + D = Double Underline |
| 4 | Ctrl + D = Font Style | 30 | Ctrl + End = Go To End of the File |
| 5 | Ctrl + E = Center | 31 | Ctrl + Home = Go To Starting of the File |
| 6 | Ctrl + F = Find | 32 | Ctrl + Shift + = Superscript X ² |
| 7 | Ctrl + G = Go To | 33 | Ctrl + = Subscript H ₂ O |
| 8 | Ctrl + H = Replace | 34 | Ctrl + Shift + C = Format Copy |
| 9 | Ctrl + I = <i>Italics</i> | 35 | Ctrl + Shift + V = Format Paste |
| 10 | Ctrl + J = Justify | 36 | F5 = Go To |
| 11 | Ctrl + K = Hyperlink | 37 | F12 = Save as |
| 12 | Ctrl + L = Left | 38 | Ctrl + Shift + < = Font Size Decrease |
| 13 | Ctrl + M = Paragraph Indent | 39 | Ctrl + Shift + > = Font Size Increase |
| 14 | Ctrl + N = New File | 40 | Ctrl + Mouse Scroll Button = Zoom in/Zoom Out |
| 15 | Ctrl + O = Open The Saved File | 41 | F7 = Spelling & Grammar Check |
| 16 | Ctrl + P = Print | 42 | Alt + F4 = Close any Program |
| 17 | Ctrl + Q = Clear The Paragraph Indent | 43 | Alt + Ctrl + S = Split the document window |
| 18 | Ctrl + R = Right | 44 | Alt + Shift + D = Insert Current Date |
| 19 | Ctrl + S = Save The File | 45 | Alt + Shift + T = Insert Time |
| 20 | Ctrl + T = Hanging Out | 46 | Shift + Arrow Key = Select Text |
| 21 | Ctrl + U = Underline | 47 | Shift + Home = Select Line from End to Start |
| 22 | Ctrl + V = Paste | 48 | Shift + End = Select Line From Start To end |
| 23 | Ctrl + W = Close The File | 49 | Window Key + M = Minimize window |
| 24 | Ctrl + X = Cut Used With, Ctrl+V=Paste | 50 | Alt + Tab = Another Program |
| 25 | Ctrl + Y = Redo | 51 | Double Click = To Select any word |
| 26 | Ctrl + Z = Undo | 52 | Triple Click = To Select any paragraph |

For any help, Contact this number 01719-900988