

Keyboard Shortcuts in Microsoft Word

Copy, Cut and Paste

Ctrl + C	Copies the selected text to the clipboard.
Ctrl + X	Cuts the selected text to the clipboard. (When you <i>paste</i> after having cut, the text disappears from its original "cut" location and moves to where you <i>pasted</i> it).
Ctrl + V	Pastes the contents of the clipboard to the current location (ie. where the cursor is).
Ctrl + A	Selects the entire document. This shortcut is particularly useful in conjunction with the copy and cut shortcuts.

Editing

Ctrl + F	Brings up the "Find" dialogue box.
Ctrl + P	Brings up the "Print" dialogue box.
Ctrl + Del	Deletes 1 word to the right of the cursor.
Ctrl + Backspace	Deletes 1 word to the left of the cursor
Alt + Backspace	Un-does the previous action. This is a really useful keystroke to know as it works not just in Word, but in the majority of Windows programs, even in programs that do not have an UNDO menu option !
Ctrl + Enter	Starts a new page in your document. (Use when you want to force the text after the cursor to <i>definitely</i> start on a new page).

Formatting

Ctrl + B	Toggles the current font between Bold and non-Bold (to see what "toggles" means, keep hitting Ctrl+B and see what the Bold icon on the Word toolbar, does).
Ctrl + I	Toggles the current font between <i>Italic</i> and non-italic.
Ctrl + U	Toggles the current font between <u>Underlined</u> and non-underlined.

Tools

F7	Starts the Word Spell Checker .
Shift + F7	Starts the Word Thesaurus .
Ctrl + S	Saves the current document. If the document has not already been saved (ie. it is a new document), the " <u>Save As</u> " dialogue box comes up.
Ctrl + P	Brings up the " Print " dialogue box.
Ctrl + N	Starts a brand New document in a new Word window (your old document is not closed and is still accessible through the <u>Window</u> menu).

Moving Around A Document

Ctrl + Right-Arrow	Moves the cursor 1 word to the Right .
Ctrl + Left-Arrow	Moves the cursor 1 word to the Left .
Ctrl + Up-Arrow	Moves the cursor up 1 paragraph .
Ctrl + Down-Arrow	Moves the cursor down 1 paragraph .
Page-Up	Moves the cursor up 1 screen .
Page-Down	Moves the cursor down 1 screen .
Ctrl + Page-Up	Moves the cursor to the top left hand corner of the current screen.
Ctrl + Page-Down	Moves the cursor to the bottom right hand corner of the current screen.

Home	Moves the cursor to the beginning of the current line .
End	Moves the cursor to the end of the current line .
Ctrl + Home	Moves the cursor to the beginning of the document .
Ctrl + End	Moves the cursor to the end of the document .
Ctrl + G	Brings up the Go To dialogue box which enables you to go to a specific page and/or section of your document.

Highlighting Text

Apart from **Ctrl+A** the keystrokes that follow are essentially nothing other than holding the **Shift key** down while at the same time using any of the motion keyboard shortcuts mentioned in the *"Moving around a document"* section above.

Ctrl + A	Selects the entire document.
Shift + Ctrl+Right-Arrow	Highlights 1 word to the Right .
Shift + Ctrl+Left-Arrow	Highlights 1 word to the Left .
Shift + Ctrl+Up-Arrow	Highlights 1 paragraph up from the current cursor position.
Shift + Ctrl+Down-Arrow	Highlights 1 paragraph down from the current cursor position.
Shift + Page-Up	Highlights the contents of 1 screen up from the current cursor position.
Shift + Page-Down	Highlights the contents of 1 screen down from the current cursor position.
Shift + Ctrl+Page-Up	Highlights text up to the top left hand corner of the screen from the current cursor position.
Shift + Ctrl+Page-Down	Highlights text down to the bottom right hand corner of the screen from the current cursor position.
Shift + Home	Highlights text to the beginning of the line from the current cursor position.
Shift + End	Highlights text to the end of the line from the current cursor position.
Shift + Ctrl+Home	Highlights all text to the beginning of the document from the current cursor position.

Shift + Ctrl+End	Highlights all text to the end of the document from the current cursor position.
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