

Keyboard Shortcuts

Ctrl + X	Cut	Ctrl + p	Print
Ctrl + C	Copy	Ctrl + O	Open a document
Ctrl + V	Paste	Ctrl + W	Close document
Ctrl + Z	Undo	Ctrl + N	Create new document
Ctrl + L	Left Align	Ctrl + Y	Repeat last action
Ctrl + E	Center	Ctrl + G	GoTo
Ctrl + R	Right Align	Ctrl + A	Select All of the document
Ctrl + J	Justify	F1	Help
Ctrl + S	Save	Esc	Cancel current menu selection

Ctrl + Backspace	Delete one word to the left
Ctrl + Del	Delete one word to the right
Del or BackSpace key	Delete selected text
Shift + F3	Toggle to change to UPPERCASE, lowercase, or Title Case
Ctrl + Shift + A	Create all capital letters or all lowercase
Shift + Tab	Move left one tab
Ctrl + F	Find
Ctrl + H	Replace
Ctrl + Shift + W	Underline single words
Ctrl + Shift + D	Double underline a word or words
Ctrl + Shift + K	Apply small capital letters
Ctrl + =	Apply subscripts
Ctrl + Shift + =	Apply superscripts
Ctrl + Shift + Q	Create Symbol font
Ctrl + Shift + N	Apply Normal style to selected text
Ctrl +]	Increase size of font by 1 point
Ctrl + [Decrease size of font by 1 point
Ctrl + Shift + >	Increase font size
Ctrl + Shift + <	Decrease font size
Ctrl + M	Indent paragraphs to the next tab stop
Ctrl + Shift + M	Remove the indent
Ctrl + T	Hanging Indent
Ctrl + Shift + T	Remove Hanging Indent
Ctrl + F6	Switch (toggle) between open documents
Ctrl + Shift + F6	Jump backwards
F7	Spelling and grammar
Shift + F7	Thesaurus
Shift + arrow keys	To select cells in Excel or a table or to extend a range selection
Ctrl + left arrow	To move insertion point (cursor) one word to the

	left
Ctrl + right arrow	To move cursor one word to the right
Ctrl + Shift + left or right arrow	To select (highlight) one word at a time in the direction of the arrow
Double-click a word	To select (highlight) one word
Triple-click	To select (highlight) an entire paragraph