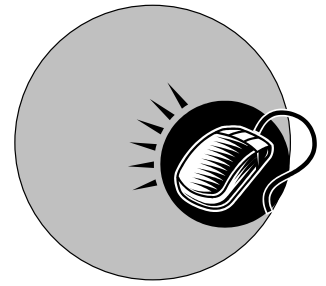


MS Word - Commonly used keyboard combinations & other shortcuts



To use one of these combinations
hold the Ctrl or Alt key down and strike the letter key
(Notes in brackets indicate another way to do the same thing)

Ctrl+N	Opens a new word document. (File / New)	Ctrl+X	Cut - Removes the selection and places it on the clipboard. (Edit / Cut)
Ctrl+O	Opens a previously saved document. (File / Open)	Ctrl+C	Copies the selection to the clipboard (Edit / Copy)
Ctrl+W	Closes the active window, but does not Exit Word. (X in top right hand corner of window)	Ctrl+V	Paste - Inserts the copied or cut section at the insertion point (Edit / Paste)
Ctrl+S	Saves the active document with its current file name, location and format. (File / Save)	Ctrl+A	Selects all text and graphics in the active window. (Edit / Select all)
Ctrl+P	Prints the active file, also gives the opportunity to change print options (File / Print)	Ctrl+F	Find - Searches for specified text in the active document (Edit/Find)
Alt+F4	Closes Microsoft Word. (File / Exit)	Ctrl+B	Bold - Formats selected text; make text bold, or remove bold formatting (Format / Font or button on menu bar – from Formatting toolbar)
Ctrl+Z	Undoes the last action. This selection can be repeated several times. (Edit / Undo or left-curved arrow on menu bar)	Ctrl+I	<i>Italic</i> - Formats selected text; make text italic or remove italic (Format / font or button on menu bar)
Ctrl+Y	Redo - After an action has been undone, it can be reinstated in the document.(Edit or right-curved arrow on menu bar)	Ctrl+U	<u>Underline</u> - Formats selected text; make text underlined or remove underline (Format / font or button on menu bar))

These three functions can be accessed from the menu bar when the **Formatting toolbar** is turned on

Less commonly used keyboard combinations

Ctrl+shift+>	Increase selected text two points	Ctrl+1	Single space lines
Ctrl+shift+<	Decrease selected text two points	Ctrl+5	Set 1.5 line spacing
Ctrl+]]	Increase selected text one point	Ctrl+2	Double space lines
Ctrl+[Decrease selected text one point	Ctrl+backspace	Delete one word to the left
Shift+F3	Change case of the letters	Ctrl+delete	Delete one word to the right
Ctrl+shift+W	Underline words but not spaces	Ctrl+R	Right align a paragraph
Ctrl+E	Center a paragraph	Shift+Enter	Insert a line break
Ctrl+J	Justify a paragraph	Ctrl+enter	Insert a page break
Ctrl+L	Left align a paragraph	Ctrl+M	Indent a paragraph from the left
Ctrl+T	Create a hanging indent	Ctrl+shift+T	Reduce a hanging indent

And a few Function Key shortcuts

F1 Opens the **Help** menu

F5 Opens the **find and replace** dialogue box

F7 Opens the **Spelling and Grammar** menu

Toolbar options

Many of these functions - and others - can be accessed from the menu bar once certain toolbars are turned on: (View / toolbars). Useful toolbars to keep open in Word include:

- **Formatting:** Font name/size, Bold, Italics, Underlining, left justified text, centred, right justified, numbered and bulleted lists, extend text left, right, put in box, shading, and font color.
- **Drawing:** Lines, arrows, rectangle border, oval border, text box options, WordArt, colour fill, font colour, line format, arrows, shadowboxes.

And perhaps best of all.....

A **right click** on your mouse will give you quick access to the following menu options, depending on what you're doing in the document at the time:

Cut / copy / paste / font/ paragraph / bullets & numbering / hyperlink
(and most useful - **spelling options** if you click on a red-underlined misspelled word).