

MICROSOFT WORD LIFE CHANGING KEYSTROKES!!!

Ctrl + A	Select all contents of the page	Ctrl + W	Closes the document. It will prompt you to save it if you have not already done so
Ctrl + B	Bold highlighted selection	Ctrl + X	Cut selected text
Ctrl + C	Copy selected text	Ctrl + Y	Redo the last action performed
Ctrl + D	Opens the font box	Ctrl + Z	Undo last action
Ctrl + E	Aligns the line or selected text to the center of the screen	Ctrl + Enter	Forces a page break
Ctrl + F	Open FIND box	Ctrl + Shift + L	Quickly create a bullet point
Ctrl + G	Opens the GOTO box so you can specify a page, section, table, etc. to go to	Ctrl + Shift + >	Increase selected font +1pts up to 12pt and then increases font +2pts
Ctrl + H	Open REPLACE box	Ctrl +]	Increase selected font +1pts
Ctrl + I	Italic highlighted selection	Ctrl + Shift + <	Decrease selected font -1pts if 12pt or lower, if above 12 decreases font by +2pt
Ctrl + J	Aligns the selected text or line to justify (the left and right sides line up)	Ctrl + [Decrease selected font -1pts
Ctrl + K	Insert link (ie. website address, email address, etc)	Ctrl + / + c	Insert a cent sign (¢)
Ctrl + L	Aligns the line or selected text to the left of the screen	Ctrl + Shift + Space	Hard Space (for keeping dates, names, etc. together on one line)
Ctrl + M	Indents the paragraph	Ctrl + Shift + Hyphen	Hard Hyphen (for keeping phone numbers, names, etc. together on one line)
Ctrl + N	Creates a brand new blank document	Ctrl + Shift + *	View or hide non printing characters
Ctrl + O	Open the Open window to choose a document to open	Ctrl + ←	Moves one word to the left
Ctrl + P	Open the print window	Ctrl + →	Moves one word to the right
Ctrl + Q	Resets Paragraph Formatting (ie. indents, tabs, borders, etc) to default	Ctrl + ↑	Moves to the beginning of the line or paragraph
Ctrl + R	Aligns the line or selected text to the right of the screen	Ctrl + ↓	Moves to the end of the paragraph
Ctrl + S	Saves the document	Ctrl + Del	Deletes word to right of cursor
Ctrl + T	Create a hanging indent	Ctrl + Backspace	Deletes word to left of cursor
Ctrl + U	Underline highlighted selection	Ctrl + Spacebar	Reset highlighted text to the default font
Ctrl + V	Paste	Ctrl + Shift + >	Increases the highlighted text size by one
		Ctrl + Shift + <	Decreases the highlighted text size by one

***Combine these keys with the shift key and it will select instead of just move there!**

Home key*	Moves the cursor to the beginning of the current line
End key*	Moves the cursor to the end of the current line
Ctrl + Home key*	Moves the cursor to the beginning of the document
Ctrl + End key*	Moves the cursor to the end of the document
Ctrl + 0	Adds 6pts of spacing before a paragraph
Ctrl + 1	Single-space lines
Ctrl + 2	Double-space lines
Ctrl + 5	1.5-line spacing
Ctrl + Alt + 1	Changes text to heading 1
Ctrl + Alt + 2	Changes text to heading 2
Ctrl + Alt + 3	Changes text to heading 3
Ctrl + ' + <char>	Insert a character with an accent (grave) mark, where <char> is the character you want. For example, if you wanted an accented è you would use Ctrl + ' + e
Ctrl + F1	Minimize/maximize the ribbon
Ctrl + F2	Displays print preview
Ctrl + Shift + F6	Opens to another open Microsoft Word document
F1	Open Help
F3	Press this after you type an Autotext abbreviation and it will bring up the Autotext entry you assigned to that abbreviation.
F4	Repeats the last action performed
F5	Opens the find, replace, and go to window in Microsoft Word

F7	Spell check and grammar check selected text or document
F8 (multiple times)	Turns selection mode on. Use arrows or press again to select current word, then sentence, paragraph and document.
F9	Updates Fields
F11	Goes to Next Field
Shift F11	Goes to Previous Field
F12	Save as
Shift + F1	Reveals formatting of selected text
Shift + F3	Change the text in Microsoft Word from uppercase to lowercase or a capital letter at the beginning of every word
Shift+ F5	Takes your cursor to the last place you typed in a document.
Shift + F7	Runs a Thesaurus check on the word highlighted
Shift + Enter	Create a soft break instead of a new paragraph. Great when in a bulleted list!
Ctrl + Shift + Enter	Creates a column break when using the Columns feature
Alt + F3	Brings up the Create New Building Blocks box (Autotext). Select text first.
Alt + F9	Shows or Hides Field Codes
Ctrl + Shift + F9	Unlinks a field (ie. hyperlink, email address)
Alt + Shift + ↑	Moves the selected paragraph above the following paragraph
Alt + Shift + ↓	Moves the selected paragraph below the following paragraph
Alt	Allows you to hit a letter and choose a menu or button from the ribbon
Esc	Cancels out of just about everything (ie. dialogue boxes, etc)