

## USEFUL WORD SHORTCUT KEYS

SELECT	
Word	Double-click
Consecutive text	Drag OR Click at beginning, hold down Shift, click at end
Non-consecutive text	Drag over initial selection, hold down Ctrl and drag over subsequent selections
Sentence	Ctrl + click anywhere in the sentence
Line	Click once in the selection bar (left margin)
Paragraph	Click 3 times in the paragraph OR click twice in the selection bar (left margin)
Multiple paragraphs or lines	Drag in selection bar (left margin)
Entire document	Ctrl + A OR click 3 times in the selection bar (left margin)
From the cursor to the beginning of the document	Ctrl + Shift + Home
From the cursor to the end of the document	Ctrl + Shift + End
Vertically	Hold down Alt while dragging down (does not work in tables)
MOVE AROUND	
Go to beginning of document	Ctrl + Home
Go to end of document	Ctrl + End
Go to beginning of current line	Home
Go to end of current line	End
Move right a word at a time	Ctrl + →
Move left a word at a time	Ctrl + ←
Move up a paragraph at a time	Ctrl + ↑
Move down a paragraph at a time	Ctrl + ↓
FORMAT	
Bold	Ctrl + B
Italics	Ctrl + I
Underline	Ctrl + U
UNDO, REDO & REPEAT	
Undo	Ctrl + Z
Redo OR Repeat the last action	F4 OR Ctrl + Y
DELETE	
Delete a word to the left	Ctrl + Backspace
Delete a word to the right	Ctrl + Delete
COPY & MOVE	
Copy selected text	Ctrl + C
Cut selected text	Ctrl + X
Paste copied/cut text	Ctrl + V

<b>FIND, REPLACE, GO TO</b>	
Open the traditional Find and Replace / Go To dialog	Ctrl + H OR F5
Open the new search window in the Navigation Pane	Ctrl + F
<b>FILE, PRINT &amp; SPELLCHECK</b>	
Create a new word document	Ctrl + N
Save a document	Ctrl + S
Open the print/print preview dialog box	Ctrl + P
Close a document	Ctrl + W
Run Spell Check	F7
<b>PAGE AND COLUMN BREAKS</b>	
Insert a page break	Ctrl + Enter
Insert a column break	Ctrl + Shift + Enter
<b>TABLES</b>	
Move forward cell to cell / create a new row at the end of the table	Tab
Move backward through cells	Shift + Tab
Insert a tab in a cell	Ctrl + Tab