

Microsoft Word Keyboard Shortcuts 1

Keyboard shortcuts are a great way to keep working at speed, without having to click tediously through menus. The following shortcuts are available in Word 2002 (XP)

A-Z of shortcuts using Ctrl +

If you click.....you can quickly

- Ctrl + A.....select all (contents of current document)
- Ctrl + B.....**apply bold formatting** (repeat to remove)
- Ctrl + C.....copy the selected text/object
- Ctrl + C + C.....show the office clipboard
- Ctrl + D.....change the formatting (via the format font dialog box)
- Ctrl + E.....centre a paragraph
- Ctrl + F or G or H.....use the find, replace, or go to dialog box
- Ctrl + I.....*apply italic formatting* (repeat to remove)
- Ctrl + J.....justify a paragraph
- Ctrl + K.....[insert a hyperlink](#)
- Ctrl + L.....left align a paragraph
- Ctrl + M.....indent a paragraph from the left (Ctrl + Shift + M to reverse)
- Ctrl + N.....open a new blank document
- Ctrl + O.....open an "open" dialog box
- Ctrl + P.....print the current document
- Ctrl + Q.....clear paragraph formatting (alignment, spacing etc)
- Ctrl + R.....right align a paragraph
- Ctrl + S.....save the current document
- Ctrl + T.....create a hanging indent
- Ctrl + U.....apply underlining (repeat to remove)
- Ctrl + V.....insert (paste) text or object
- Ctrl + W.....close the current document
- Ctrl + X.....cut the selected text/object
- Ctrl + Y.....redo the action just undone (see Ctrl + Z)
- Ctrl + Z.....undo last action (*helpdesk personal favourite!*)