

# MS Word Shortcuts

Shortcut	Key Combination
Undo	Ctrl Z
Cut	Ctrl X
Copy	Ctrl C
Paste	Ctrl V
Print	Ctrl P
Save	Ctrl S
Single Space	Ctrl 1
Double Space	Ctrl 2
One and a Half Space	Ctrl 5
Select All	Ctrl A
New Document	Ctrl N
Bold Text	Ctrl B
Underline Text	Ctrl U
Italic Text	Ctrl I
Center	Ctrl E
One Font Size Larger	Ctrl Shift >.
One Font Size Smaller	Ctrl Shift <.
Drag & Drop - Copying	Ctrl Drag
Insert Page Break	Ctrl Enter
Check Spelling	F7
Help	F1
Highlight Word	Double click on word
Highlight Paragraph	Triple click on paragraph
Next/Previous Word	Ctrl ← →
Non "hard" return	Shift Return