



## 30 Keyboard Shortcuts for Microsoft Word

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### Text Formatting Shortcuts in Word

Shortcuts Keys	Operation
Ctrl+X	Cut
Ctrl+C	Copy
Ctrl+V	Paste
Ctrl+Z	Undo
Ctrl+Y	Redo
Ctrl+S	Save
Ctrl+P	Print
Ctrl+B	Bold
Ctrl+I	Italics
Ctrl+U	Underline
Ctrl+Shift+L	Bulleted list
Ctrl+L	Align left
Ctrl+R	Align right
Ctrl+E	Align centre
Ctrl+[	Shrink font size
Ctrl+]	Grow font size

### Shortcuts for moving around easily / quickly in Word

Shortcuts Keys	Operation
Home	Beginning of line
End	End of line
Ctrl + Home	Go to start of document
Ctrl + End	Go to end of document
Right Arrow	Right one character
Left Arrow	Left one character
Ctrl+Right Arrow	Right one word
Ctrl+Left Arrow	Left one word
Up Arrow	Up one line
Down Arrow	Down one line
Ctrl+Up Arrow	Up one paragraph
Ctrl+Down Arrow	Down one paragraph
F4	Repeat last command
Ctrl + A	Select Whole Document