

Complete MS Word Shortcut Keys for Windows

Commonly Used MS Word Shortcut Keys

Shortcut Key	Function
Ctrl + N	Create a new document
Ctrl + O	Open an existing document
Ctrl + S	Save the current document
Ctrl + P	Print the document
Ctrl + C	Copy selected text
Ctrl + X	Cut selected text
Ctrl + V	Paste copied/cut text
Ctrl + Z	Undo last action
Ctrl + Y	Redo last undone action
Ctrl + A	Select all content
Ctrl + F	Find text in document
Ctrl + H	Replace text

Text Formatting Shortcut Keys

Shortcut Key	Function
Ctrl + B	Bold selected text
Ctrl + I	Italicize selected text
Ctrl + U	Underline selected text
Ctrl + Shift + D	Double underline
Ctrl + Shift + W	Underline words only
Ctrl + Shift + A	Capitalize selected text
Ctrl + =	Subscript
Ctrl + Shift + +	Superscript
Ctrl + Spacebar	Remove formatting

Paragraph & Alignment Shortcuts

Shortcut Key	Function
Ctrl + E	Center align
Ctrl + L	Left align
Ctrl + R	Right align

Complete MS Word Shortcut Keys for Windows

Ctrl + J	Justify text
Ctrl + M	Increase indent
Ctrl + Shift + M	Decrease indent
Ctrl + T	Create hanging indent
Ctrl + Q	Remove paragraph formatting
Ctrl + 1	Single line spacing
Ctrl + 2	Double line spacing
Ctrl + 5	1.5 line spacing

Navigation Shortcuts in MS Word

Shortcut Key	Function
Ctrl + Right Arrow	Move one word to the right
Ctrl + Left Arrow	Move one word to the left
Ctrl + Up Arrow	Move up one paragraph
Ctrl + Down Arrow	Move down one paragraph
Ctrl + Home	Go to the beginning of the document
Ctrl + End	Go to the end of the document
Page Up	Scroll up one screen
Page Down	Scroll down one screen

Editing and Reviewing Shortcuts

Shortcut Key	Function
Ctrl + Backspace	Delete one word to the left
Ctrl + Delete	Delete one word to the right
Ctrl + Shift + C	Copy formatting
Ctrl + Shift + V	Paste formatting
Alt + Shift + D	Insert current date
Alt + Shift + T	Insert current time
F7	Spell check
Shift + F7	Open thesaurus

Table and List Shortcuts

Shortcut Key	Function
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Complete MS Word Shortcut Keys for Windows

Tab	Move to next cell in a table
Shift + Tab	Move to previous cell
Alt + Shift + Arrow Keys	Move rows up or down
Ctrl + Tab	Insert tab in a cell
Ctrl + Shift + L	Apply bullet list
Ctrl + T	Create a table

View & Window Shortcuts

Shortcut Key	Function
Alt + Ctrl + S	Split window
Ctrl + Alt + V	Print preview
Ctrl + F2	Print preview
Alt + Ctrl + P	Switch to print layout
Alt + Ctrl + O	Switch to outline view
Alt + Ctrl + N	Switch to draft view
Ctrl + W / Ctrl + F4	Close document
Alt + F4	Exit MS Word

Styles & Headings Shortcuts

Shortcut Key	Function
Ctrl + Shift + N	Normal style
Alt + Ctrl + 1	Heading 1
Alt + Ctrl + 2	Heading 2
Alt + Ctrl + 3	Heading 3