

Microsoft Word Keyboard Shortcut

Use the Command (Apple) key instead of Control key for Macintosh

Ctrl + A = Highlights the entire document

Ctrl + B = Bold

Ctrl + C = Copy

Ctrl + D = Duplicates clip art

Ctrl + E = Align Center

Ctrl + F = Find

Ctrl + G = Go to

Ctrl + H = Replace

Ctrl + I = Italics

Ctrl + J = Justify

Ctrl + L = Align Left

Ctrl + N = New document

Ctrl + O = Open document

Ctrl + P = Print document

Ctrl + R = Right Align

Ctrl + S = Save document

Ctrl + U = Underline

Ctrl + V = Paste

Ctrl + X = Cut

Ctrl + Y = Repeats typing

Ctrl + Z = Undo

Ctrl + F1 = Minimize/Restore Ribbon

Ctrl + > = Grow Font

Ctrl + < = Shrink Font

Ctrl + = = Subscript

Ctrl + + = Superscript

Ctrl + 1 = Single Space

Ctrl + 2 = Double space

Ctrl + 5 = 1 ½ lines of space

Ctrl + Turn the mouse wheel = magnifies text on the screen only

Ctrl + * = Show/ Hide

Control + F6 = switches between Word Documents

Tab = Increase Indent

Shift + Tab = Decrease the indent

Shift + F3 = Change Case

Double Click = highlights a word

Ctrl + click in the sentence = highlights the whole sentence

Highlight a section by **click in front** of the section, hold the **shift** key and **click after** the desired section

F1 = Help

F7 key = Spell check

Right click on a misspelled word = drop down menu

Macintosh Command + click the mouse on misspelled word

F7 + Shift key = Thesaurus

Right click on a word and choose synonym

Control + ALT + Delete = Restarts a frozen computer

Restart a frozen windows machine Control + Alt = Delete key.

ALT + F4 = close a document

Alt Key (letters appear), press the corresponding letter to the desired ribbon, press the letter corresponding to the desired command

Ctrl + ' = Accent Mark José

Ctrl + Shift + ~ = Tilde niña

Ctrl + Shift + : = Umlaut ö

Shift + Colon , Shift + Zero = ☺

Shift + Colon , Shift + Nine = ☹

Shift + Colon + \ = ☺