

Microsoft WORD

(Includes v. 2013, 2016, 2019 & 365)

Keyboard Shortcuts



**Presented By
JCA Career Gateway
Computer Training**

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General Windows (8.1, & 10) Keyboard Shortcuts:

<u>To do this</u>	<u>Press</u>
Select ALL	CTRL + A
Copy	CTRL + C
Cut	CTRL + X
Paste	CTRL + V
<i>Copy formatting</i>	CTRL + SHIFT + C
<i>Paste formatting</i>	CTRL + SHIFT + V
<i>Paste special</i>	CTRL + ALT + V
Undo	CTRL + Z
Redo	CTRL + Y
Print	CTRL + P
Find	CTRL + F
Save	CTRL + S

To use a keyboard shortcut, hold the 1st key down & tap the 2nd key (and 3rd, if necessary). Release all.

Word-Specific Keyboard shortcuts:

Note: If you are using an **Apple** computer, then the keyboard keys differ somewhat:

In Windows	On a Mac
CTRL/Control	Control
Alt	Option
Windows Key	Command (Cloverleaf)
Backspace	Delete
Enter	Return

Please note that this list is mainly for Windows users. Mac shortcuts should work, with the correct key substitution (above). However for a specific list of Mac-specific shortcuts, see: <https://support.microsoft.com/en-us/office/keyboard-shortcuts-in-word-95ef89dd-7142-4b50-afb2-f762f663ceb2>.

An *online list* of Word keyboard shortcuts for many versions of Word on many different platforms: <https://support.office.com/en-us/article/Keyboard-shortcuts-for-Microsoft-Word-on-Windows-95ef89dd-7142-4b50-afb2-f762f663ceb2?ui=en-US&rs=en-US&ad=US&fromAR=1#OfficeVersion=2016, 2013>.

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Combinations for creating files

Below is only a partial list. For a comprehensive list, see the link at the bottom of the document.

<u>To do this in Word:</u>	<u>Press these keys in combination:</u>
Open a document	CTRL + O
Create a <i>new</i> document	CTRL + N
Close document	CTRL + W or CTRL + F4 (Function Key 4)
Exit Word	ALT + F4 (Function Key 4)
Switch to other open documents	CTRL + F6 (Function Key 6)
Save As	F12 (Function Key 12)

Key combinations for moving around a document

Below is only a partial list. For a comprehensive list, see the link at the bottom of the document.

<u>To move</u>	<u>Press</u>
One character to the left	LEFT ARROW
One character to the right	RIGHT ARROW
One word to the left	CTRL + LEFT ARROW
One word to the right	CTRL + RIGHT ARROW
One paragraph up	CTRL + UP ARROW
One paragraph down	CTRL + DOWN ARROW
One cell to the left (in a table)	SHIFT + TAB
One cell to the right (in a table)	TAB
Up one line	UP ARROW
Down one line	DOWN ARROW
To the end of a line	END
To the beginning of a line	HOME
To the top of the window	ALT + CTRL + PAGE UP
To the end of the window	ALT + CTRL + PAGE DOWN
Up one screen (scrolling)	PAGE UP
Down one screen (scrolling)	PAGE DOWN
To the end of a document	CTRL + END
To the beginning of a document	CTRL + HOME

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To move

To a previous revision

After opening a document, go to the location you were working in when the document was last closed

Press

SHIFT + F5 (Function Key 5)

SHIFT + F5 (Function Key 5)

Common key combinations for working with text

Below is only a partial list. For a comprehensive list, see the link at the bottom of this page.

To do this

Open the **Font** dialog box

Increase font size.

Decrease font size.

Increase font size by 1 point.

Decrease font size by 1 point.

Change case.

Hide/Unhide .

Apply **bold** formatting.

Apply an **underline**.

Apply **italic** formatting.

Remove manual character formatting.

Open **Styles** task pane.

Apply **Normal** style.

Apply **Heading 1** style.

Apply **Heading 2** style.

Apply **Heading 3** style.

Press

CTRL + SHIFT + F

CTRL + SHIFT + > (*greater than* symbol)

CTRL + SHIFT + < (*less than* symbol)

CTRL +] (right square brace)

CTRL + [(left square brace)

SHIFT + F3 (Function Key 3)

CTRL + SHIFT + *

CTRL + B

CTRL + U

CTRL + I

CTRL + SPACEBAR

ALT + CTRL + SHIFT + S

CTRL + SHIFT + N

ALT + CTRL + 1

ALT + CTRL + 2

ALT + CTRL + 3