



EDITING IN MS Word 101

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KEYBOARD SHORTCUTS LIST

Create a new document	Ctrl + N
Open a document	Ctrl + O
Close a document	Ctrl + W
Save	Ctrl + S
Save As	F12
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Paste Special	Ctrl + Alt + V
Select All	Ctrl + A
Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Center text	Ctrl + E
Left align text	Ctrl + L
Cancel	Esc
Undo	Ctrl + Z
Redo	Ctrl + Y
Print a document	Ctrl + P
Find and Replace	Ctrl + H
Go To	Ctrl + G
Insert a footnote	Alt + Ctrl + F
Insert an endnote	Alt + Ctrl + D
Go to next footnote	Alt + Shift + >
Go to previous footnote	Alt + Shift + <
Delete one character to the left	Backspace
Delete one word to the left	Ctrl + Backspace
Delete one character to the right	Delete
Delete one word to the right	Ctrl + Delete
Insert an em dash	Alt + Ctrl + MINUS SIGN (on the numeric keypad)

Insert an en dash	Ctrl + MINUS SIGN (on the numeric keypad)
Insert an optional hyphen	Ctrl + HYPHEN
Insert a nonbreaking hyphen	Ctrl + Shift + HYPHEN
Insert a nonbreaking space	Ctrl + Shift + SPACEBAR
Insert the copyright symbol	Alt + Ctrl + C
Insert the registered trademark symbol	Alt + Ctrl + R
Insert the trademark symbol	Alt + Ctrl + T
Select text while using the move commands	Shift + any move command (below)
Move one character to the left	LEFT ARROW
Move one character to the right	RIGHT ARROW
Move one word to the left	Ctrl + LEFT ARROW
Move one word to the right	Ctrl + RIGHT ARROW
Move one paragraph up	Ctrl + UP ARROW
Move one paragraph down	Ctrl + DOWN ARROW
Move up one line	UP ARROW
Move down one line	DOWN ARROW
Move to the end of a line	End
Move to the beginning of a line	Home
Move to the top of the window	Alt + Ctrl + PgUp
Move to the end of the window	Alt + Ctrl + PgDn
Move up one screen (scrolling)	PgUp
Move down one screen (scrolling)	PgDn
Move to the top of the next page	Ctrl + PgDn
Move to the top of the previous page	Ctrl + PgUp
Move to the end of a document	Ctrl + End
Move to the beginning of a document	Ctrl + Home
Move to a previous revision	Shift + F5
After opening a document, go to the location you were working in when the document was last closed	Shift + F5