

## Microsoft Word Keyboard Shortcuts

Shortcut Keys	Activity
<b>CTRL+X</b>	Cut
<b>CTRL+C</b>	Copy
<b>CTRL+V</b>	Paste
<b>CTRL+Y</b>	Redo last command
<b>CTRL+Z</b>	Undo
<b>CTRL+A</b>	Select all
<b>CTRL+B</b>	Bold
<b>CTRL+I</b>	Italics
<b>CTRL+U</b>	Underline
<b>CTRL+ENTER</b>	Insert a Page Break
	Change line spacing. First select text, then for:
<b>CTRL+1</b>	Single spacing
<b>CTRL+2</b>	Double spacing
<b>CTRL+5</b>	1.5 spacing
<b>CTRL+F</b>	Find text in a Word document
<b>CTRL+H</b>	Replace text in a Word document
<b>CTRL+HOME</b>	Move to the beginning of the document
<b>CTRL+END</b>	Move to the end of the document
<b>CTRL+N</b>	New document
<b>CTRL+S</b>	Save
<b>CTRL+P</b>	Print
<b>CTRL+O</b>	Open
<b>F1</b>	Help
<b>ESC</b>	Turn off "What's This" feature