

Common keyboard shortcuts in WORD you need to know.

The most common, basic and common shortcuts used in Word make your word processing work faster

To support the drafting and editing of your text faster and faster, more convenient, the following article, TipsMake will guide you to read the most basic and common keyboard shortcuts. in Word you need to know.

1. Shortcuts used throughout the file

CTRL + N: open a new page.

CTRL + O: open an existing document.

CTRL + S: save the document.

CTRL + W: close the file.

CTRL + X: cut the document when blacked out.

CTRL + C: copy the highlighted text.

CTRL + Z: restore the mistakenly deleted one.

CTRL + J: 2-sided alignment.

CTRL + F2: View document before printing.

CTRL + P: Quickly print the document.

CTRL + H: find and replace.

CTRL + D: choose the font.

CTRL + A: black out all.

CTRL + G: jump to page number.

CTRL + M: increase the paragraph margin.

CTRL + ALT + HOME: quick file view.

CTRL + ALT + N / O / P: Display the screen in Normal / Outline / Page_layout mode.

ALT + F4: exit the application.

CTRL + ESC: start MenuStart.

CTRL +]: enlarge text when highlighted.

CTRL + [: minimize text when highlighted.

F2: rename the file

2. Special shortcuts:

ENTER: breaks a paragraph to a new paragraph.

SHIFT + ENTER: line break.

CTRL + ENTER: page break

ALT + F10: activate the standard toolbar.

DELETE: delete the character to the left of the insertion point

INSERT: enable insert or overwrite mode.

3. Shortcuts for scrolling in files:

CTRL + : left / right one word.

SHIFT + TAB: left one cell in the table.

TAB: 1 cell to the right in the table.

CTRL + ALT + PAGE UP: to the top of the window.

PAGE UP / PAGE DOWN: scroll up or down 1 page in the screen.

CTRL + PAGE DOWN: to the bottom of the screen.

CTRL + END: at the end of the file.

SHIFT + F5 to the insertion point position when closing the previous file.

4. Shortcuts to Paragraph format:

CTRL + 1/2/5: create single / double / half line spacing.

CTRL + V: paste the text into the cursor position.

CTRL + L / R / E: align left / right / middle.

CTRL + SHIFT + M: move all the lines of a paragraph to the left by 1 step.

CTRL + T: move all the lines of the paragraph to the right by 1 step.

CTRL + SHIFT + Q: cancel paragraph format.

CTRL + SHIFT + S: change the style (the toolbar is displayed).

CTRL + SHIFT + N: Applies to Normal style.

CTRL + SHIFT + : 1/2/3: applies to style normal 1/2/3.

CTRL + SHIFT + : apply to the style list.

5. Shortcuts used for character format:

CTRL + SHIFT + F: change the font.

CTRL + SHIFT + P: change the font size.

CTRL + SHIFT + > /

SHIFT + F3: change case (usual).

CTRL + SHIFT + A: convert everything to uppercase.

CTRL + B / I / U: Toggle bold / italic / underline single stroke mode.

CTRL + SHIFT + W / D: Toggle underline / dashed mode.

CTRL + SHIFT + H: convert the format (unable to type).

CTRL + SHIFT + + =: type the above index (Example: M₂)

CTRL + =: type the index below (Example: H₂SO₄)

CTRL + SPACBAR: delete the format manually.

CTRL + SHIFT + Z: delete the format made by shortcut keys.

CTRL + SHIFT + Q: Create a symbol font.

CTRL + D: display the Font dialog box.

SHIFT + F1: see the font size format.

CTRL + SHIFT + F: convert the font.

CTRL + SHIFT + K / A: small / large capital letters.

CTRL + SHIFT + C: Copy attribute to Clipboard.

CTRL + SHIFT + V: paste the format from the Clipboard into the text.

6. Shortcut keys for editing text & images:

SHIFT + END / HOME: to the end / beginning of the line.

SHIFT + PAGE UP / DOWN: up / down 1 screen.

CTRL + SHIFT + END / HOME: to the end / document page.

CTRL + F3: Cut into Spike.
CTRL + C: copy letters.
CTRL + SHIFT + F1: paste the Spike content.
CTRL + SHIFT + C: copy the format.
SHIFT + ENTER: line space.
CTRL + ENTER: page space.
CTRL + SHIFT + ENTER: column space.

7. Shortcuts used to print:

CTRL + P: print the document.
CTRL + ALT + I x em document in print mode.
PAGE UP / DOWN: move up and down 1 page.

8. Shortcuts used in Outline mode:

SHIFT + N: reduce the whole level.
SHIFT + ALT + +: opens the content of the current heading.
SHIFT + ALT + L: display the first line or the entire text.

9. Shortcuts for school:

SHIFT + ALT + D / P / T: Date / Page / Time fields.
CTRL + F9: empty field.
CTRL + ALT + L: Listnum field
CTRL + ALT + F7: update link information in the document.
F9: update the school.
CTRL + 6: Unlink the field.
F11: go to the next school.
SHIFT + F11: Back to previous field.
CTRL + F11: lock the field.
CTRL + SHIFT + F11: Unlock the field.

10. Shortcuts used in Mailmerge:

SHIFT + ALT + K x I try the Mailmarga result.
SHIFT + CTRL + N: merge documents.
SHIFT + CTRL + M: print the merged document.
SHIFT + CTRL + H: Edit Mailmerge documents.

11. Shortcuts used for footnotes on documents:

SHIFT + ALT + O / X: highlight one item of index / index table.
SHIFT + ALT + F / E: insert footnotes / page oil.

12. Shortcut keys for web:

CTRL + K: insert Hyperlink.
CTRL + C / V: copy & eacut

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