

# Shortcuts in Word need to know

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Microsoft Word is also known as Winword. Ms Word is the most popular word processing software in the world today, the versions from 1989 up to now have always been improved by the Microsoft manufacturer. Word always gives users more than one way to accomplish the purpose of editing, you can use the mouse to click select icons in the toolbar or more quickly use shortcuts.

There are many valid shortcuts used in Word and not everyone can remember them all. Below, **TipsMake.vn** summarizes the keyboard shortcuts in Word and annotates the commonly used keys for readers to refer to.

## 1. Shortcuts in Word manipulate files

*With functions like create, store, or open .*

**No.**

**Name of the command**

**Shortcut keys**

**Description of Reveal Formatting**

first

new

Ctrl + N

Create a new text

2

Open

Ctrl + O

Open an existing document

3

Save

Ctrl + S

Save the document you are editing

4

Save As

Ctrl + Shift + S

Save the document you are editing in another file.

5

Print

Ctrl + P

Print the currently displayed text

6

Close

Ctrl + F4

Close the text

7

Close

Ctrl + W

Close the text

8

Close

Alt + F4

Close the text

## **2. Shortcuts in Word manipulate text**

*With functions such as collage, copy .*

**No.**

**Name of the command**

**Shortcut keys**

**Description**

first

Copy

Ctrl + C

Copy the selected text

2

Cut

Ctrl + X

Cut the selected text

3

Paste

Ctrl + V

Paste the copied / cut text

4

Copy Format

Ctrl + Shift + C

Copy the selected paragraph format

5

Paste Format

Ctrl + Shift + V

Paste the copied text format

6

Backspace

Backspace

Delete a character immediately before the mouse cursor

7

Backspace All

Ctrl + Backspace

Delete all the characters that precede the cursor in the current line

8

Delete

Delete

Delete one character behind the mouse pointer

9

Delete All

Ctrl + Delete

Delete all characters after the cursor in the current line

### **3. Word shortcuts are used to select text**

*Use to select, highlight paragraph or paragraphs.*

**No.**

**Name of the command**

**Shortcut keys**

**Description**

first

Select

Shift + Ⓜ

Select a character after the cursor

2

Select

Shift + ⌵

Select a character before the cursor

3

Select

Ctrl + Shift + Ⓜ

Select all the characters after the cursor on the current line

4

Select

Ctrl + Shift + ⌵

Select all the characters that precede the cursor on the current line

5

Select

Shift +

Select characters between the cursor position and the vertical line up

6

Select

Shift + ⌴

Select characters between the cursor position and the vertical position down the row

7

Select

Shift + End

Select all the characters after the cursor on the current line

8

Select

Shift + Home

Select all the characters that precede the cursor on the current line

9

Select

Ctrl + Shift + End

Select all the characters after the cursor until the end of the text

ten

Select

Ctrl + Shift + Home

Select all the characters that precede the cursor until the beginning of the text

11

Select

Shift + PgUp

Select all the characters that precede the cursor until the end of the screen

twelfth

Select

Shift + PgDn

Select all the characters that follow the cursor until the end of the screen

13

Select All

Ctrl + A

Select everything in the text file

14

Select All

Ctrl + 5

Select everything in the text file

## **4. Shortcuts in Word used to format text**

*Used to format the font, font size .*

**No.**

**Name of the command**

**Shortcut keys**

**Description**

first

**Bold**

Ctrl + B

Bold the selected text in bold

2

**Italic**

Ctrl + I

Italicizes the selected text

3

**Underline**

Ctrl + U

Underline the currently selected text

4

**Decrease Font Size**

Ctrl + Shift +

Decreases the size of the selected text

5

Increase Font Size

Ctrl + Shift +>

Increase the size of the selected text

6

Superscript

Ctrl + Shift + =

Create small indices above as exponents of a number

7

Subscript

Ctrl + =

Create a small index below the number of the molecule in a Chemistry symbol

8

Font

Ctrl + D

Open the Font window pane for formatting

## **5. Shortcuts in Word used to align the margins**

*Used to align the left margin to the right .*

**No.**

**Name of the command**

**Shortcut keys**

**Description**

first

Center

Ctrl + E

Center the selected text

2

Justify

Ctrl + J

Align the selected text

3

Align Left

Ctrl + L

Left align the currently selected text

4

Align Right

Ctrl + R

Align the selected text

5

Indentation Left

Ctrl + M

Make the whole paragraph shrink to the right

6

Un-Indentation Left

Ctrl + Shift + M

Delete the text shrink command to the right of Ctrl + M

7

Hanging

Ctrl + T

Make the second line forward of the paragraph to the right

8

Un-Hanging

Ctrl + Shift + T

Delete the text shrinking command from the second line of Ctrl + T

9

Reset Indentation

Ctrl + Q

Delete all alignment formatting

## **6. Shortcuts in Word used to move the mouse cursor in the table**

*Use to move the mouse cursor to the position in the table.*

**No.**

**Name of the command**

**Shortcut keys**

**Description**

first

Move

Tab

Move to the next cell of the worksheet from the cursor position

2

Move

Shift + Tab

Move to the previous cell of the worksheet from the cursor position

3

Move

Arrow keys

Move in the direction of the arrow keys

4

Move

Alt + Home

Moves to the first cell of the row

5

Move

Alt + End

Moves to the last cell of the row

6

Move

Alt + Page up

Moves to the first cell of the column

7

Move

Alt + Page down

Moves to the last cell of the column

## **7. Shortcuts in Word are combined with function keys**

*The shortcut combination with the function keys F1, F2, F3 .*

**No.**

**Name of the command**

**Shortcut keys**

**Description**

first

Collapse

Ctrl + F1

Pin or unpin the ribbon bar on the display interface

2

Print

Ctrl + F2

Switch to the text file printing interface

3

Spike

Ctrl + F3

Cut and copy the selected text into Spike Me

4

Close

Ctrl + F4

Close the text file

5

Move

Ctrl + F6

If you are opening multiple text files, it will move to the next text file

6

-

Ctrl + F9

Create an empty field at the cursor position

7

Restore Down / Maximize

Ctrl + F10

Thu nh? và ph?ng to ? c?a s? v?n b?n

8

Open

Ctrl + F12

M? m?t v?n b?n c? s?n

9

Reveal Formatting

Shift + F1

Hiển thị thông tin định dạng của ký tự tại vị trí con trỏ

10

Copy

Shift + F2

Sao chép nhanh một đoạn văn bản (sau đó dùng Enter để dán đoạn văn bản đã sao chép tại vị trí con trỏ)

11

-

Shift + F3

Chuyển đổi chữ thường thành chữ IN HOA và ngược lại

12

Move

Shift + F5

Di chuyển con trỏ chuột tại vị trí và có thay đổi môi nhót trong tệp văn bản

13

-

Shift + F6

Hiển thị các phím tắt liên quan đến các biểu tượng Quick Access Toolbar hoặc một tab ribbon

14

Thesaurus

Shift + F7

Tìm từ đồng nghĩa cho chữ bạn lựa chọn (có tích hộp tiếng Anh)

15

Deselect

Shift + F8

Thu nh? vùng l?a ch?n (t? nhi?u ?o?n > m?t ?o?n > câu > t?)

16

Move

Shift + F9

Di chuy?n t? ?o?n mã này t?i ?o?n mã khác (t??ng t? v?i k?t qu? c?a tr??ng)

17

Move

Shift + F11

Di chuy?n ??n tr??ng li?n k? phía tr??c

18

Save

Shift + F12

L?u v?n b?n ?ang so?n th?o

19

Move

Alt + F1

di chuy?n ??n tr??ng k? ti?p.

20

Building block

Alt + F3

T?o m?t Building block m?i cho ?o?n v?n b?n ?ang l?a ch?n

21

Close

Alt + F4

Thoát kh?i ph?n m?m Ms Word

22

Marco

Alt + F8

T?o m?t l?nh Marco t? ??ng

23

Move

Alt + F9

Di chuy?n gi?a các ?o?n mã khác nhau

24

Visual Basic

Alt + F11

Hi?n th? Visual Basic cho Applications

C?m ?n các b?n ?ã theo dõi bài vi?t c?a **TipsMake.vn** v? các phím t?t trong Word. Chúc các b?n làm vi?c hi?u qu? h?n v?i nh?ng m?o nh? này.

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