

# Summary of common Microsoft Word shortcuts

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Compared to the manual way, shortcuts provide more benefits for users. Especially for those who have to handle large amounts of text, using the shortcut is the fastest way. Network administrators have introduced you to the article to summarize Excel 2007 to 2016 shortcuts or shortcuts when working with Photoshop to work faster. And in this article, we will synthesize common shortcuts when you work with Microsoft Word.

**Explore more:**

1. Create automatic table of contents in Word

## 1. Shortcut Word creates new, edited, saved documents

Create a new document

Ctrl + N Open document Ctrl + O Save document Ctrl + S Copy text Ctrl + C Cut selected content Ctrl + X  
Paste text Ctrl + V

Turn on the search dialog

Ctrl + F Turn on the replace dialog Ctrl + H Turn on the print dialog Ctrl + P Return the status of the text before executing the last command Ctrl + Z Restore the status of the text before executing Ctrl + Z Ctrl + Y Close the text, close the Ms Word window Ctrl + F4, Ctrl + W, Alt + F4

## 2. Word shortcut selects text or 1 object

### Shortcut Function

Select a character behind Shift + -> Select a character in front of Shift + Select a word in front of Ctrl + Shift +  
**Delete text or objects**

Delete a previous character Backspace Delete a character behind the cursor or the selected object Delete Delete a word ahead Ctrl + Backspace Delete a word behind Ctrl + Delete

### Move

Move through 1 character Ctrl + Arrow Go to the top of the text Ctrl + Home Go to the last position in the text Ctrl + End Select from the current position to the beginning of the text Ctrl + Shift + Home Select from the current position to end of text Ctrl + Shift + End

## **Text format**

Bold format Ctrl + B Open the font format dialog Ctrl + D Italic format Ctrl + I Underline Ctrl + U Center the currently selected text Ctrl + E Align the currently selected text Ctrl + J Left the selected text Ctrl + L Right-click the currently selected text Ctrl + R Form the indentation text Ctrl + M Delete the indentation format Ctrl + Shift + M Retrieve the second line of Text Ctrl + T Delete the second indentation format of the text Ctrl + Shift + T Delete the text alignment format Ctrl + Q

## **Copy format**

Copy the formatted data area that has the format to copy Ctrl + Shift + C Paste the specified format into the currently selected data area Ctrl + Shift + V

## **3. Word shortcuts work with Menu & Toolbars:**

### **Shortcut Function**

Activate the menu command Alt, F10 Perform after the menu bar is activated to select between menu bars and toolbars. Ctrl + Tab, Ctrl + Shift + Tab Select the next or previous button on the menu or toolbars Tab, Shift + Tab Execute the currently selected command on the Enter menu or toolbar Show the context menu of the currently selected object Shift + F10 Show system menu display of the Alt + Spacebar Select the first command, or finally in the Home submenu, End

## **4. Word shortcut works in the dialog box:**

Move to the selected item, the next select group Tab Move to the selected item, the front selection group Shift + Tab Move to the next tab in the Ctrl + Tab dialog Move to the front tab in the Shift + Tab dialog Select or uncheck it Alt + Underline display list of Alt list + Down arrow Select 1 value in the list of lists Enter Turn off the contents of the list of ESC list Create index on Ctrl + Shift + = Create an index under Ctrl + =

## **5. Word shortcuts work with tables:**

Scroll to and select the contents of the next cell. Or create a new line if you're in the last box of the Tab. Scroll to and select the contents of the next cell. Shift + Tab Select the contents of the cell Hold down Shift + arrow keys Expand selection follow each block Ctrl + Shift + F8 + Arrow keys Reduce selection area by block Shift + F8 Select content for the entire table Ctrl + 5 (when Num Lock lamp is off) Go to the first cell of the current row Alt + Home Go to the last cell of the current row Alt + End Go to the first cell of the column Alt + Page up About the last cell of the column Alt + Page down Up on a line Up arrow Down a line Down arrow The above is a summary of the shortcut keys when we perform operations with Word text content. Save the article for more tips when working with text.

## **Refer to the following articles:**

1. Simple way to convert PDF files to Word
1. Create a quick dot (.....) line in Microsoft Word
1. Enter the serial number and the automatic initial character MS Word

**Hope this article is useful to you!**

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