

# Useful keyboard shortcuts in Microsoft Word (Part 1)

Tips Make introduces a summary of useful keyboard shortcuts in Microsoft Word that you can apply to different versions of Word: 2003, 2007, 2010, ...

Microsoft Word is an indispensable text editing software for office work and study. To use it effectively and quickly you need to know how to use keyboard shortcuts because they are really useful. The following **Tips Make** summarizes the useful keyboard shortcuts in Microsoft Word that you can apply to different versions of Word: 2003, 2007, 2010, .

## 1. Basic keyboard shortcuts

**Ctrl + O** : Open a document

**Ctrl + N** : Open a new document

**Ctrl + S** : Save the document

**F12** : Save the document in another name (save as)

**Ctrl + C** : Copy selected text (highlighted with left mouse button)

**Ctrl + X** : Cut selected text

**Ctrl + V** : Paste a selected text

**Ctrl + F** : Open the search dialog (find)

**Ctrl + H** : Open search and replace dialog box (find and replace)

**Ctrl + P** : Open the print dialog box

**Ctrl + Z** : Returns the status of the text before executing the last command (undo)

**Ctrl + Y** : Restore the current status of the text before you execute the command Ctrl + Z above

**Alt + F4** : Close the Microsoft Word window



## 2. Format

**Ctrl + M** : Format paragraph indentation (indented distance will be based on the First line option in Paragraph tab)

**Ctrl + Shift + M** : Delete indentation format

**Ctrl + T** : Indent the second line onwards of the text you are hovering.

**Ctrl + Shift + T** : Delete the indenting format of the 2nd line and onwards of a paragraph

**Ctrl + B** : Format in bold selected text

**Ctrl + I** : Italicize selected text

**Ctrl + U** : Format underlined text selected

**Ctrl + D** : Open the font format dialog box

**Ctrl + J** : Justify selected text

**Ctrl + L** : Left-align selected text

**Ctrl + R** : Right align the selected text

**Ctrl + E** : Center the selected text

## 3. Copy the format of a paragraph

**Ctrl + Shift + C**: copy the format of the data area in the format to be copied (similar to the quick paint tool - format painter)

**Ctrl + Shift + V**: paste the newly copied format into the currently selected data area

## 4. Select either the text or an object in the text

**Shift + arrow key right (à)** : Select a character behind the blinking mouse cursor

**Shift + left arrow key (ß)** : Select a character behind the blinking cursor

**Ctrl + Shift + à**: Select a word behind the blinking cursor

**Ctrl + Shift + ß** : Select a word in front of the blinking cursor

**Shift + up arrow key**: Select a line above the blinking cursor

**Shift + down arrow key**: Select a line below the blinking cursor

**Ctrl + Shift + Home**: Select from current position to the beginning of the text

**Ctrl + Shift + End** : Select from the current position to the end of the text

**Ctrl + A**: Select all text and slide objects depending on where the cursor is currently located

## **5. Move the cursor position in the text**

**Ctrl + right arrow key (à) or left (ß)**: Move over a word

**Ctrl + arrow key up or down**: Move through a paragraph

**Ctrl + Pg Up (page up)**: Up one page

**Ctrl + Pg Dn (page down)** : Down one page

**Ctrl + Home**: Go to the beginning of the text

**Ctrl + End**: Go to end of text

## **6. Delete text or an object**

**Backspace**: Delete a character in front of the blinking cursor

**Ctrl + Backspace** : Delete a word in front of the blinking cursor

**Delete** : Delete a character behind the blinking cursor

**Ctrl + Delete** : Delete a word behind the blinking cursor

Above **Tips Make** has introduced you to some basic and useful shortcuts in Microsoft Word software part 1, hope you look forward to the upcoming part 2.

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