

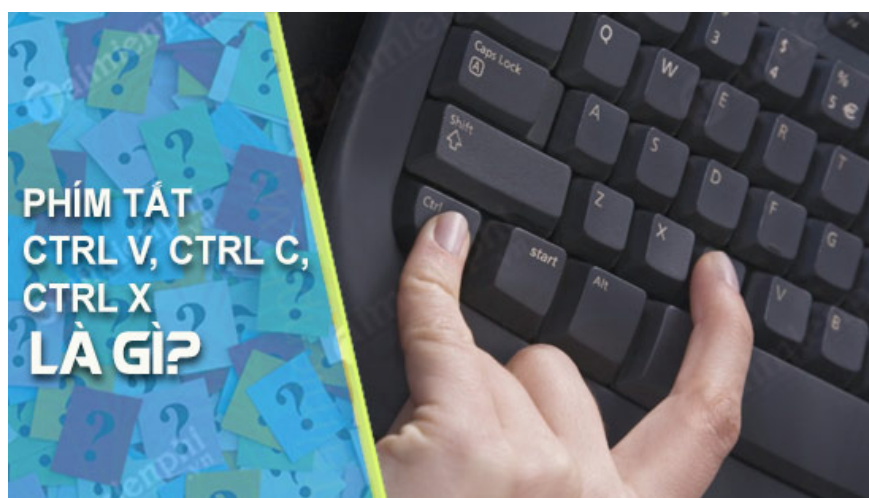
What are the keyboard shortcuts Ctrl C, Ctrl X, and Ctrl V in Word? What are their functions?

Working in Word will be faster if you know how to use keyboard shortcuts. With just a few simple steps, you can save time, increase efficiency, and create more professional documents. Discover these useful shortcuts to easily master Word.

Tired of using your mouse to copy, cut, or paste text in Microsoft Word? Don't worry! This article will introduce three useful keyboard shortcuts: **Ctrl C**, **Ctrl X**, and **Ctrl V**. Mastering them will save you time and improve your productivity.

1. What are the keyboard shortcuts Ctrl C, Ctrl X, and Ctrl V?

- **Ctrl + C** (Copy): To copy text, highlight it and press this key combination, instead of right-clicking and selecting ' **Copy** '.
- **Ctrl + V** (Paste): After copying, press **Ctrl + V** to paste the content into the document, saving time compared to right-clicking and selecting ' **Paste** '.
- **Ctrl + X** (Cut): To cut and move a section of text, use **Ctrl + X** and paste it in the new location with **Ctrl + V**.



Discover these useful keyboard shortcuts to master Word more easily.

2. Other useful keyboard shortcuts in Word

Microsoft Word has many useful keyboard shortcuts that help save time and increase work efficiency. Below are some of the most commonly used shortcuts in Word:

Ctrl + A : Select all text, allowing for easy manipulation without using the mouse.

Ctrl + N : Open a new document immediately.

Ctrl + O : Open an existing file on your computer.

Ctrl + S : Save the text you are working on.

Ctrl + F : Quickly search for a word or phrase in the document.

Ctrl + H : Open the replace dialog box for the word or phrase in the text.

Ctrl + P : Open the print window so you can print the document.

Ctrl + F4 , **Ctrl + W**, **Alt + F4** : Close the current window or document.

Ctrl + B : Turn bold on or off for the selected text.

Ctrl + I : Turn italic on or off for the selected text.

Ctrl + U : Turn underline on or off for the selected text.

Ctrl + Z : Undo the previous action.

In addition to familiar shortcuts like Ctrl C, Ctrl X, and Ctrl V in Word, you should also check out the shortcuts **in Excel** on Office 2021, Office 2019, and Office 2016 to learn how to use the word processing tool effectively.

You finished reading the article "**What are the keyboard shortcuts Ctrl C, Ctrl X, and Ctrl V in Word? What are their functions?**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.