

# What are the keyboard shortcuts Ctrl V, Ctrl C, Ctrl X in Word

The list of shortcuts in Word is very large and to remember them, you need to work with Word every day. However, there is a set of shortcuts that everyone must remember when editing documents: Ctrl V shortcuts. , Ctrl C, Ctrl X.

Using keyboard shortcuts when editing documents or making reports on Excel using a laptop or computer will help users save significant time. Operations are performed quickly in a short time. In particular, to use shortcuts such as Ctrl V, Ctrl C., readers need to clearly know the features for easy and smooth operation. So **what are Ctrl C, Ctrl X, Ctrl V** in English? How to use the shortcut Ctrl V when editing text?

## *What are the keyboard shortcuts Ctrl C, Ctrl X, Ctrl V in Word*

The strong development of information technology has brought a series of innovations in a positive direction, especially the use of keyboard shortcuts on computers when editing documents. Shortcuts in Word on Windows XP 7 8 10 will perform specific operations and tasks:

- Shortcut key **Ctrl + C**: After highlighting the text you need to copy, use the shortcut Ctrl + C to copy that text. This shortcut is similar to when you right-click and select Copy option.
- Shortcut key **Ctrl + V** : This shortcut is used to paste the text you just copied on the Word document, similar to when you right-click and select the Paste option to paste.
- Shortcut key **Ctrl + X**: This shortcut is used to cut text or file and paste it to another location or Word document.



**What are the keyboard shortcuts Ctrl C, Ctrl X, Ctrl V in English**

In addition to the above shortcuts, there are some other common Word shortcuts that you should know. The outstanding advantage of these shortcuts is that they allow users to do work quickly in just a few minutes.

- **Ctrl + A** : Select all text, this shortcut to quickly select all instead of having to use the mouse.
- **Ctrl + N**: Open a new document page.
- **Ctrl + O** : Open file.
- **Ctrl + S**: Save text.
- **Ctrl + F** : Search in text.
- **Ctrl + H**: Open the dialog box to replace words/phrases in text.
- **Ctrl + P** : Open the print window.
- **Ctrl + F4, Ctrl + W, Alt + F4** : Close the window/text.

To learn more about shortcuts in Word, readers can refer to the article summarizing shortcuts in Word and Microsoft Word hotkeys on TipsMake.

Understanding the keyboard shortcuts used on Word, typing skills, editing documents for presentations and conferences are also done with simple, fast and highly effective operations.

Besides Word, Excel is also an indispensable application for office workers. Readers can refer to the article on **shortcuts in Excel** , all versions of Office 2021, 2003, 2007, 2010, Office 2016, 2013 or Office 2019 on TipsMake to learn and operate this shortcut on Excel.

In addition to shortcuts such as Ctr V, Ctrl C shortcut, Ctrl X shortcut, the computer also has many other shortcuts to create maximum convenience for users. Besides, many people also wonder if the keyboard shortcuts in Word and Excel are similar? With instructions and sharing of steps to use keyboard shortcuts, we hope readers can distinguish and use keyboard shortcuts for positive results.

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