

MICROSOFT WORD SHORTCUT KEYS



Ctrl + A Select all contents of the page	Ctrl + C Copy selected text
Ctrl + X Cut selected text	Ctrl + V Paste
Ctrl + B Bold highlighted selection	Ctrl + I Italic highlighted selection
Ctrl + U Underline highlighted selection	Ctrl + Z Undo last action
Ctrl + Y Redo the last action performed	Ctrl + J Justify paragraph alignment
Ctrl + L Align selected text or line to the left	Ctrl + E Align selected text or line to the center
Ctrl + R Align selected text or line to the right	Ctrl + Q Align selected paragraph to the left
Ctrl + M Indent the paragraph	Ctrl + N Open new/blank document
Ctrl + P Open the print window	Ctrl + O Open options
Ctrl + K Insert link	Ctrl + F Open find box
Ctrl + G Find and replace options	Ctrl + H Find and replace options
Ctrl + D Font options	Ctrl + Shift + F Change the font
Ctrl + Shift + > Increase selected font +1	Ctrl + Shift + < Decrease selected font -1

Ctrl +] Increase selected font +1	Ctrl + [Decrease selected font -1
Ctrl + 1 Single-space lines	Ctrl + 2 Double-space lines
Ctrl + 5 1.5-line spacing	Ctrl + Space Reset highlighted text to default font
Ctrl + Backspace Delete word to the left of the cursor	Ctrl + Home Move cursor to the beginning of the document
Ctrl + End Move cursor to end of the document	Ctrl + Alt + 1 Change text to heading 1
Ctrl + Alt + 2 Change text to heading 2	Ctrl + Alt + 3 Change text to heading 3
Ctrl + Shift + * View or hide non printing characters	F1 Open help
F12 Save as	Ctrl + S Save
Shift + F12 Save	Ctrl + W Close document
Alt + Shift + D Insert the current date	Alt + Shift + T Insert the current time
F7 Spell check selected text and/or document	Shift + F7 Activate the thesaurus
SHIFT + F3 Change case of selected text	F4 Repeat the last action performed
Shift + Insert Paste	Ctrl + Del Delete word to the right of the cursor
Ctrl + (Left arrow ←) Move one word to the left	Ctrl + (Right arrow →) Move one word to the right
Ctrl + (Up arrow ↑) Move to the beginning of the line or paragraph	Ctrl + (Down arrow ↓) Move to the end of the paragraph
Ctrl + T Hanging indent	

[DOWNLOAD - Hindi Typing Shortcut Key : Kruti Dev 010](https://www.resultwala.com/hindi-typing-shortcut-key/)

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