

## MICROSOFT OFFICE KEYBOARD SHORTCUTS (PC)

<b>Action</b>	<b>Keyboard Shortcut</b>
Bold	CTRL+B
Italicize	CTRL+I
Underline	CTRL+U
All caps	CTRL+SHIFT+A
Underline words but not spaces	CTRL+SHIFT+W
Double-underline	CTRL+SHIFT+D
Small capitals	CTRL+SHIFT+K
Subscript	CTRL+EQUAL SIGN
Superscript	CTRL+SHIFT+PLUS SIGN
Decrease font size	CTRL+SHIFT+<
Increase font size	CTRL+SHIFT+>
Remove formatting	CTRL+SPACEBAR
Copy	CTRL+C
Cut	CTRL+X
Paste	CTRL+V
Undo	CTRL+Z
Redo	CTRL+Y
New	CTRL+N
Open	CTRL+O
Close	CTRL+W
Split the document window	ALT+CTRL+S
Remove the document window split	ALT+SHIFT+C
Save	CTRL+S
Find	CTRL+F
Replace	CTRL+H
Go to a specific location	CTRL+G
Print	CTRL+P
Switch in or out of print preview	ALT+CTRL+I
Move by one page	PAGE UP or PAGE DOWN
Move to the first page	CTRL+HOME
Move to the last page	CTRL+END
Insert a comment	ALT+CTRL+M
Hyperlink	CTRL+K
Copyright symbol	ALT+CTRL+C
Registered trademark symbol	ALT+CTRL+R
Trademark symbol	ALT+CTRL+T
Copy formatting from text	CTRL+SHIFT+C
Apply copied formatting to text	CTRL+SHIFT+V
Change the font	CTRL+SHIFT+F
Increase the font size	CTRL+SHIFT+>
Decrease the font size	CTRL+SHIFT+<
Increase the font size by 1 point	CTRL+] ]

Decrease the font size by 1 point	CTRL+[
Single-space	CTRL+1
Double-space	CTRL+2
Set 1.5-line spacing	CTRL+5
Center	CTRL+E
Justify	CTRL+J
Left align	CTRL+L
Right align	CTRL+R
Indent	CTRL+M
Remove indent	CTRL+SHIFT+M
Create a hanging indent	CTRL+T
Reduce a hanging indent	CTRL+SHIFT+T
Remove paragraph formatting	CTRL+Q

Reference:

Microsoft Office Online. (2008). Keyboard shortcuts for Word. Retrieved October 29, 2008, from <http://office.microsoft.com/en-us/word/HP051866641033.aspx>

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