These shortcuts are super useful, and we've all committed them to memory. But did you know Word has so many shortcuts that can save you time? We compiled all the best shortcuts for you in our free Word Keyboard Shortcuts download. We left out the complicated ones and worked on a list of simple yet efficient shortcuts that will cut down the amount of time you spend creating and editing your documents in Word.

General Program Shortcuts

Shortcut	Description
Ctrl+N	Create a new document
Ctrl+O	Open an existing document
Ctrl+S	Save a document
F12	Open the Save As dialog box
Ctrl+W	Close a document
Ctrl+Z	Undo an action
Ctrl+Y	Redo an action
Ctrl+F2	Print Preview view
F1	Open the Help pane
Ctrl+F	Search a document
F7	Run a spelling and grammar check

Moving Around a Document

Shortcut	Description
Ctrl+Left/Right Arrow	Move one word to the left or right
Ctrl+Up/Down Arrow	Move up or down one paragraph
Ctrl+End	Move to the end of the document
Ctrl+Home	Move to the beginning of the document
F5	Use the "Go To" comment to quickly move to a specific page, section, bookmark, and so on
Shift+F5	Cycle through the last three locations where the insertion point was placed

Selecting Text

Shift+Left/Right Arrow	Extend your current selection by one character
Ctrl+Shift+Left/Right Arrow	Extend your current selection by one word
Shift+End	Extend selection to the end of the line
Shift+Home	Extend selection to the beginning of the line
Ctrl+Shift+Home/End	Extend selection to the beginning or end of the document
Ctrl+A	Select the entire document

Editing Text

Ctrl+Backspace	Delete one word to the left
Ctrl+Delete	Delete one word to the right
Ctrl+C	Copy selected text or graphics to the Clipboard
Ctrl+X	Cut selected text or graphics to the Clipboard
Ctrl+V	Paste the Clipboard contents

Applying Character Formatting

Ctrl+B	Apply bold formatting
Ctrl+I	Apply italic formatting
Ctrl+U	Apply underline formatting
Ctrl+D	Open the Font dialog box
Ctrl+Shift+< or >	Decrease or increase font size one preset size at a time
Ctrl+[or]	Decrease or increase font size one point at a time
Ctrl+Shift+A	Format all letters as uppercase
Ctrl+Shift+K	Format all letters as lowercase
Ctrl+Shift_C	Copy the character formatting of a selection
Ctrl+Shift+V	Paste formatting onto selected text
Ctrl+Space	Remove all manual character formatting from a selection

Applying Paragraph Formatting

Ctrl+M	Increase a paragraph's indent one level each time
Ctrl+Shift+M	Reduce a paragraph's indent one level each time
Ctrl+E	Centre a paragraph
Ctrl+L	Left-align a paragraph
Ctrl+R	Right-align a paragraph
Ctrl+J	Justify a paragraph
Ctrl+1	Set single spacing
Ctrl+2	Set double spacing
Ctrl+5	Set 1.5 line spacing
Ctrl+0	Remove one line spacing preceding a paragraph
Alt+Ctrl+1	Apply the Heading 1 style
Alt+Ctrl+2	Apply the Heading 2 style
Alt+Ctrl+3	Apply the Heading 3 style
Ctrl+Shift+N	Apply the normal paragraph style
Ctrl+Q	Remove all paragraph formatting

Inserting

Shift+Enter	Insert a line break
Ctrl+Enter	Insert a page break
Ctrl+Shift+Enter	Insert a column break
Ctrl+Shift+hyphen (-)	Insert a non-breaking hyphen
Ctrl+Shift+Spacebar	Insert a non-breaking space

Working with Tables

Tab	Move to the next cell in a row
Shift+Tab	Move to the previous cell in a row
Alt+Home/End	Move to the first or last cell in a row
Alt+Page Up/Page Down	Move to the first or last cell in a column
Alt+5 on keypad	Select an entire table

Put these keyboard shortcuts into use in our Word training. We offer 3 levels: **Level 1 (Basic)**, **Level 2 (Intermediate)** and **Level 3 (Advanced)**. **Contact us** today to learn about your training options.

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