

Microsoft Word Shortcut "Cheat-Sheet"

The Most Common Key Commands:

Press This	To Do This
Ctrl+C	Copy
Ctrl+X	Cut
Ctrl+V	Paste
Ctrl+Z	Undo

Text-Formatting Key Commands:

To Do This	Press This
Bold	Ctrl+B
Italic	Ctrl+I
Underline	Ctrl+U
Double Underline	Ctrl+Shift+D
Small Caps	Ctrl+Shift+K
Superscript	Ctrl+Shift++
Subscript	Ctrl+=
Grow Font Size	Ctrl+Shift+>
Shrink Font Size	Ctrl+Shift+<
ALL CAPS	Ctrl+Shift+A
Font	Ctrl+Shift+F

Paragraph-formatting key commands

To Do This	Press This
Center Text	Ctrl+E
Left Align	Ctrl+L
Right Align	Ctrl+R

Common Word key commands

Feature/Action	Press This
Help	F1
Cancel	Escape
New Document	Ctrl+N
Open	Ctrl+O
Print	Ctrl+P
Close	Ctrl+W
Quick Save	Ctrl+S
Repeat	Ctrl+Y
Find	Ctrl+F
Find and Replace	Ctrl+H

Handy insert key commands

To Insert This	Press This
Today's Date	Alt+Shift+D
Current Time	Alt+Shift+T
Paste Special	Alt+Ctrl+V
Footnote	Alt+Ctrl+F
Endnote	Alt+Ctrl+D
Comment	Ctrl+Alt+M