

Word Shortcuts — OfficeHelper

Free reference • OfficeHelper • Always verify version/platform-specific behavior

Ctrl+C	Copy
Ctrl+X	Cut
Ctrl+V	Paste
Ctrl+Z	Undo
Ctrl+Y	Redo
Ctrl+A	Select all
Ctrl+F	Find
Ctrl+H	Find and replace
Ctrl+P	Print
Ctrl+S	Save
Ctrl+N	New file
Ctrl+O	Open
Ctrl+W	Close
Ctrl+Shift+S	Save As
Ctrl+K	Insert hyperlink
Ctrl+Home	Go to beginning
Ctrl+End	Go to end
Ctrl+Left	Move one word left
Ctrl+Right	Move one word right
Ctrl+Backspace	Delete previous word
Ctrl+Delete	Delete next word
Shift+Home	Select to line start
Shift+End	Select to line end
Ctrl+Shift+Left	Select previous word
Ctrl+Shift+Right	Select next word
F1	Help
F4	Repeat last action where supported
F5	Go To / refresh where supported
F7	Spelling/grammar check where supported
F10	KeyTips
Esc	Cancel current action
Enter	Confirm
Tab	Next field/cell
Shift+Tab	Previous field/cell
Ctrl+Shift+V	Paste Special / formatting-aware paste
Ctrl+B	Bold
Ctrl+I	Italic
Ctrl+U	Underline
Ctrl+E	Center paragraph
Ctrl+L	Align left
Ctrl+R	Align right
Ctrl+J	Justify
Ctrl+M	Indent paragraph
Ctrl+Shift+M	Remove indent
Ctrl+T	Hanging indent
Ctrl+1	Single spacing
Ctrl+2	Double spacing
Ctrl+5	1.5 spacing
Ctrl+Shift+L	Bullets
Ctrl+Shift+8	Show formatting marks
Ctrl+Shift+>	Increase font
Ctrl+Shift+<	Decrease font
Ctrl+] 	Increase font 1 point

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Ctrl+[	Decrease font 1 point
Ctrl+D	Font dialog
Ctrl+Space	Clear character formatting
Ctrl+Enter	Page break
Ctrl+Shift+Enter	Column break
Alt+Shift+Up	Move paragraph up
Alt+Shift+Down	Move paragraph down
Ctrl+Alt+1	Heading 1
Ctrl+Alt+2	Heading 2
Ctrl+Alt+3	Heading 3
Ctrl+Alt+M	Comment
Ctrl+Shift+E	Track changes
Ctrl+Alt+P	Print Layout
Ctrl+Alt+O	Outline
Ctrl+Alt+N	Draft
Ctrl+Alt+S	Split window
Ctrl+Shift+N	Normal style
Ctrl+Shift+S	Apply Styles
Ctrl+Alt+T	Insert trademark symbol
Ctrl+Alt+C	Insert copyright symbol
Ctrl+Alt+R	Insert registered symbol
Ctrl+Shift+Space	Nonbreaking space
Ctrl+Shift+-	Nonbreaking hyphen
Shift+Enter	Line break
Ctrl+Enter	Page break
Ctrl+F	Navigation pane / Find
Ctrl+G	Go To
Ctrl+H	Replace
F4	Repeat action
F5	Go To
F7	Spelling and grammar
Shift+F7	Thesaurus
F12	Save As
Ctrl+Shift+F	Change font
Ctrl+Shift+P	Change font size
Ctrl+Shift+C	Copy formatting
Ctrl+Shift+V	Paste formatting
Ctrl+Shift+D	Double underline
Ctrl+Shift+K	Small caps
Ctrl+Shift+W	Underline words only
Ctrl+Shift+A	All caps
Ctrl+Shift+H	Hidden text
Ctrl+Shift+X	Small caps
Ctrl+Alt+V	Paste Special
Ctrl+Alt+F	Footnote
Ctrl+Alt+D	Endnote
Alt+Shift+5	Strikethrough
Ctrl+Shift+8	Formatting marks
Alt+Ctrl+1	Heading 1
Alt+Ctrl+2	Heading 2
Alt+Ctrl+3	Heading 3
Alt+Shift+5	Strikethrough
Ctrl+Shift+S	Styles pane
Alt+F	File
Alt+H	Home

Word Shortcuts — OfficeHelper

Alt+N	Insert
Alt+G	Design
Alt+P	Layout
Alt+S	References
Alt+M	Mailings
Alt+R	Review
Alt+W	View
Alt+Q	Search
Ctrl+Shift+Left	Select previous word
Ctrl+Shift+Right	Select next word
Ctrl+Shift+Up	Select paragraph above
Ctrl+Shift+Down	Select paragraph below
Ctrl+Up	Previous paragraph
Ctrl+Down	Next paragraph
Home	Line start
End	Line end
F2	Edit current item
F3	Find next
F6	Cycle panes
F8	Extend selection where supported
F9	Refresh/calculate where supported
F11	Full screen/chart where supported
Ctrl+F1	Collapse/expand ribbon
Ctrl+Shift+F1	Full screen / ribbon toggle where supported
Alt+F1	Create chart where supported
Alt+F2	Save As where supported
Ctrl+Shift+Tab	Previous tab/window
Ctrl+Tab	Next tab/window
Alt+Left	Back
Alt+Right	Forward
Ctrl+Esc	Start menu
Alt+Space	Window menu
Shift+F10	Context menu
Alt+Enter	Properties/details where supported
Ctrl+Shift+Esc	Task Manager
PrintScreen	Screenshot
Alt+PrintScreen	Active-window screenshot