



Higham and Rushden

WORD SHORTCUTS

1. MANAGE WORD DOCUMENTS AND VIEW

Ctrl+N	Create new document
Ctrl+O	Open document
Ctrl+W	Close document
Ctrl+S	Save document
F12	Save document as
Ctrl+P	Print document/ print preview
Ctrl+F6	Switch between multiple Word documents
Ctrl+scroll mouse	Zoom in and zoom out

2. NAVIGATE IN WORD DOCUMENTS

Arrow Left/Arrow Right	Jump one character to the left
Arrow Right	Jump one character to the right
Ctrl+Arrow Left	Jump one word to the left
Ctrl+Arrow Right	Jump one word to the right
End/Home	Jump to the end of a line/beginning of a line
Arrow Down	Jump one line down/
Arrow Up	Jump one line up
Ctrl+Arrow Down	Jump one paragraph down
Ctrl+Arrow Up	Jump one paragraph up
Page Down	Jump one screen down
Page Up	Jump one screen up
Ctrl+Page Down	Move to beginning of next page
Ctrl+Page Up	Move to beginning of previous page
Alt+Ctrl+Page Down	Jump to bottom of visible window
Alt+Ctrl+Page Up	Jump to top of visible window
Ctrl+End/Home	Jump to end/to beginning of document
Ctrl+Home	Jump to beginning of document

3. SELECT TEXT, MOVE AND DELETE TEXT

Shift+Arrow Right	Extend selection one character to the right
Shift+ Arrow Left	Extend selection one character to the left
Ctrl+Shift+Arrow Right	Extend selection one word to the right
Ctrl+Shift+Arrow Left	Extend selection one word to the left
Shift+End	Extend selection to the end
Shift+End/ Home	Extend selection to beginning of a line
Shift+Arrow Down	Extend selection one line down
Shift+ Arrow Up	Extend selection one line up
Shift+Page Down	Extend selection one screen down
Shift+ Page Up	Extend selection one screen up
Ctrl+Shift+End	Extend selection to end of document
Ctrl+Shift+ Home	Extend selection to beginning of document
Ctrl+A	Select all - Extend selection to entire document
Delete/Backspace	Delete one character to the right/or left (or delete selection)
Ctrl+Delete/Backspace	Delete one word to the right/to the left
Delete	Delete one character to the right or delete selection

4. UNDO, REDO, COPY AND PASTE

Ctrl+Shift+<	Decrease font size one point
Ctrl+Shift+>	Increase font size one point
Ctrl+Z	Undo the last action
Ctrl+Y	Redo the last action

5. INSERT SPECIAL CHARACTERS, TEXT ELEMENTS AND BREAKS

Enter	Insert paragraph break
Shift+Enter	Insert line break without breaking paragraph
Ctrl+Enter	Insert page break
Ctrl+Shift+Enter	Insert column break (break table)

6. FORMAT TEXT AND PARAGRAPH

Ctrl+B	Apply/remove bold
Ctrl+I	Apply/remove italic
Ctrl+U	Apply/remove underline
Ctrl+D	Open the Font dialog box
Ctrl+Shift+</>	Decrease/Increase font size one value
Ctrl+=	Apply/remove subscript
Ctrl+Shift+=	Apply/remove superscript
Shift+F3	Change all upper, first letter upper, and all lower-case
Alt+H, 4	Apply strike-through formatting (font dialog)
Shift+F1	Reveal Formatting (show all formats of selection)

7. FORMAT PARAGAPHS AND APPLY STYLES

Ctrl+R	Right-align paragraph
Ctrl+L	Left-align paragraph
Ctrl+E	Centre-align paragraph
Ctrl+J	Justify-align paragraph
Ctrl+M	Indent and increase paragraph from the left
Ctrl+Shift+M	Decrease paragraph indent from the left
Ctrl+T	Increase hanging indent
Ctrl+Shift+T	Decrease hanging indent
Ctrl+1	Set line-spacing to single-space
Ctrl+2	Set line-spacing to double-space
Ctrl+5	Set line-spacing to 1.5
Ctrl+0 (zero)	Add or remove one line space preceding a paragraph

THE END