



MS OFFICE Word

Task	Shortcut
Open a new document	CTRL + N
Open a document	CTRL + O
Close a document	CTRL + W
Save a document	CTRL + S
Print a document	CTRL + P
Undo last action	CTRL + Z
Repeat last action	CTRL + Y
Copy selected object or text	CTRL + C
Cut selected object or text	CTRL + X
Paste copied/ cut object or text	CTRL + V
Make letters bold	CTRL + B
Make letters italic	CTRL + I
Make letters underline	CTRL + U
Decrease font size 1 point	CTRL + [
Increase font size 1 point	CTRL +]
Left align selection or paragraph	CTRL + L
Right align selection or paragraph	CTRL + R
Centred alignment of selection or paragraph	CTRL + E
Open search field (navigation)	CTRL + F
Repeat last action	F4
Select All	CTRL + A
Switch between programs	Alt + Tab
Toggle between Cases (Caps, Title Case, sentence case)	Shift + F3
Refresh all fields	F9
Go to dialogue box	CTRL + G