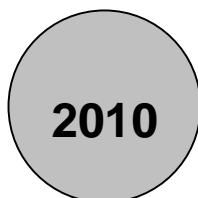


Microsoft®



www.MicrosoftTraining.net

Word

London's leading provider & UK wide

Shortcut Keys for MS Office Training and Consultancy

Command	Keystroke
Bold	Ctrl+B
Close	Ctrl+F4
Copy	Ctrl+C
Cut	Ctrl+X
Exit Word	Alt+F4
Font	Ctrl+D
Font grow/shrink 1 pt.	Ctrl+] or [
Help	F1
Help—What's This?	Shift+F1
Hyperlink	Ctrl+K
Italics	Ctrl+I
Justify—Center	Ctrl+E
Justify—Full	Ctrl+J
Justify—Left	Ctrl+L
Justify—Right	Ctrl+R
Line-spacing 1	Ctrl+1
Line-spacing 1.5	Ctrl+5
Line-spacing 2	Ctrl+2
List Bullet	Ctrl+Shift+L
New document	Ctrl+N
Open a document	Ctrl+O
Paste	Ctrl+V
Print	Ctrl+P
Print Preview	Ctrl+Alt+I

Repeat/Redo	Ctrl+Y
Underline	Ctrl+U
Underline—double	Ctrl+Shift+D
Save	Ctrl+S
Select All	Ctrl+A
Spelling and Grammar check	F7
Table—to column bottom	Alt+PgDn
Table—to column top	Alt+PgUp
Table—to row beginning	Alt+Home
Table—to row end	Alt+End
Undo	Ctrl+Z

www.MicrosoftTraining.net