Microsoft Keyboard Shortcuts

Operating Systems

This list works for both Windows and Mac operating systems; however, if you are using a Mac, wherever you see "Ctrl," press the **Command** ⌘ key, and wherever you see "Alt," press the **Option** key. Although this list is not all inclusive, it does provide a great start for your assignments.

Basic Operations

Open a document	Ctrl + O
Create a new document	Ctrl + N
Save the current document	Ctrl + S
Open the "save as" window	Ctrl+F12
Help	F1
Undo Last Function	CTRL + Z
Redo Last Function	Ctrl + Y
Zoom	Alt + W, Q
Insert a page break	Ctrl + Enter
Close the current document	Ctrl + W
Split the window	Alt + Ctrl + S
Cancel a Command	ESC

Move the Cursor

Move cursor one word at a time	Ctrl + Left/Right Arrow
Move cursor one paragraph at a time	Ctrl + Up/Down Arrow
Move cursor to the beginning of the current line	Home
Move cursor to the beginning of the document	Ctrl + Home
Move cursor to end of the current line	End
Move cursor to end of the document	Ctrl + End

Format Words

Cut the current selection	Ctrl + X
Copy the current selection	Ctrl + C
Paste the contents of the clipboard	Ctrl + V
Bold	Ctrl + B
Italics	Ctrl + I
Underline	Ctrl + U
Underline words only	Ctrl + Shift + W
Center	Ctrl + E
Make the font smaller	Ctrl + [
Make the font bigger	Ctrl +]

Change text to lowercase	Ctrl + Shift + K
Change text to uppercase	Ctrl + Shift + A
Add a hyperlink	Ctrl + K
Select everything in the document	Ctrl + A
Select text one character at a time	Shift + Arrow
Select text one word at a time	Ctrl + Shift + Arrow

Format a Table

Move to the next cell	Tab
Move to the previous cell	Shift + Tab
Move to the first cell in a row	Alt + Home
Move to the last cell in a row	Alt + End
Move to the top of a column	Alt + Page Up
Move to the bottom of a column	Alt + Page Down