



IT Support User Guides

Help and advice with using computers and our network

Word: Keyboard Shortcuts

CTRL + A	Select all
CTRL + B	Bold
CTRL + C	Copy to clipboard
CTRL + D	Change font
CTRL + E	Centre
CTRL + F	Find
CTRL + G	Go to
CTRL + H	Replace
CTRL + I	Italic
CTRL + J	Justify
CTRL + K	Auto format
CTRL + L	Left align
CTRL + M	Increase indent
CTRL + N	New document
CTRL + O	Open document
CTRL + P	Print
CTRL + Q	Clear formatting
CTRL + R	Right align
CTRL + S	Save document
CTRL + T	Create hanging indent
CTRL + U	Underline
CTRL + V	Paste from clipboard
CTRL + W	Close document
CTRL + X	Cut to clipboard
CTRL + Y	Redo
CTRL + Z	Undo
CTRL + 1	Single line spacing
CTRL + 2	Double line spacing
CTRL + 5	1.5 line spacing
CTRL + ENTER	Page break