
WORD KEYBOARD SHORTCUTS

| | |
|-----------------------------------|----------------------|
| Create a New Document | Ctrl + N |
| Spell Check..... | F7 Function Key |
| Find Text | Ctrl F |
| Undo | Ctrl Z |
| Redo | Ctrl Y |
| Save..... | Ctrl + S |
| Open | Ctrl + O |
| | |
| Get Help | F1 Function Key |
| | |
| Bold..... | Ctrl + B |
| Italics..... | Ctrl + I |
| Underline..... | Ctrl + U |
| | |
| To Increase Font Size | Ctrl +] |
| To Decrease Font Size | Ctrl + [|
| | |
| Single Line Spacing | Ctrl + 1 |
| Double Line Spacing..... | Ctrl + 2 |
| 1.5 Line Spacing..... | Ctrl + 5 |
| | |
| Cut | Ctrl + X |
| Copy..... | Ctrl + C |
| Paste..... | Ctrl + V |
| | |
| Duplicate an Object | Ctrl + D |
| | |
| To Remove Tab Settings..... | Ctrl + Q |
| To Move to Next Tab Stop | Tab |
| To Move to Previous Tab Stop..... | Shift + Tab |
| | |
| Column Break..... | Ctrl + Shift + Enter |
| Page Break | Ctrl + Enter |