

MS Word Shortcut Keys PDF List (Source: YouProgrammer.com)

MS Word Shortcut Keys [Ctrl Shortcuts]	Description
Ctrl+A	Select All Items From The Document
Ctrl+B	Bold the text of a word or sentence or whole document.
Ctrl+C	Copy Any Item From The Document.
Ctrl+D	Display The Font Dialogue Box In Word.
Ctrl+E	Align your items to Center.
Ctrl+F	Using This Shortcut Key Will Display a Dialogue Box, Enter Your Text and Hit Enter to Tearch in the Document.
Ctrl+G	It displays the GoTo Dialogue Box, Enter Where To Go Quickly Inside The Document and Hit Enter.
Ctrl+H	Displays The Replace Dialogue Box, Enter The Word To Search and Then The Word To Replace With.
Ctrl+I	Give The Italic Look TO The Text.
Ctrl+J	Full Justification.
Ctrl+K	Create A Hyperlink On The Text. e.g URL on Text or Location.
Ctrl+L	Align Your Text To left (Left Alignment)
Ctrl+M	Minimize
Ctrl+N	Create A New Document in Word.
Ctrl+O	Open A Dialogue Box To Browse And Insert A New File In Word.
Ctrl+P	Print Your Document. A Print Dialogue Box Will Appear.
Ctrl+R	Align YOur Text To Right Side. (Right Alignment)
Ctrl+S	Save Your Document.
Ctrl+U	Underline The Text
Ctrl+V	Paste The Text
Ctrl+X	Cut The Text.
Ctrl+Y	Redo The Last Undone Action Inside The Document.
Ctrl+Z	Undo The Last Action
Ctrl+Shift+A	All Caps
Ctrl+Shift+L	Apply List Bullet
Ctrl+Shift+D	Double Underline
Ctrl+Return	Page Break
Ctrl+Shift+V	Paste Format
Ctrl+Shift+K	Small Caps
Ctrl+Shift+S	Style
Ctrl+=	Subscript
Ctrl+Shift+=	Superscript
Ctrl+Shift+G	Word Count List
Ctrl+F1	Task Pane
Ctrl+F2	Print Preview
CTRL+F3	Cut to the Spike

**MS Word Shortcut Keys
[Ctrl Shortcuts]**

Description

CTRL+F4	Close the window.
CTRL+F5	Restore the document window size
CTRL+F6	Go to the next window.
CTRL+F7	Choose the Move command
CTRL+F8	Choose the Size command
CTRL+F9	Insert an empty field.
CTRL+F10	Maximize the document window.
CTRL+F11	Lock a field.
CTRL+F12	Choose the Open command
CTRL+SHIFT+F3	Insert the contents of the Spike
CTRL+SHIFT+F5	Edit a bookmark.
CTRL+SHIFT+F6	Go to the previous window.
CTRL+SHIFT+F7	Update linked information in a Microsoft Word source document.
CTRL+SHIFT+F8	Extend a selection or block
CTRL+SHIFT+F9	Unlink a field.
CTRL+SHIFT+F11	Unlock a field.
CTRL+SHIFT+F12	Choose the Print command
CTRL+ALT+F1	Display Microsoft System Information.
CTRL+ALT+F2	Open command (File menu).