

Quick Keys in Microsoft Word

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Paragraph shortcuts

Left align	Ctrl+L
Right align	Ctrl+R
Centre	Ctrl+E
Justify	Ctrl + J
<0>	
Heading 1	Alt Gr 1
Heading 2	Alt Gr 2
Heading 3	Alt Gr 3
<0>	
Normal Para	Ctrl Sh N
Indent Para	Ctrl M
Hanging Indent	Ctrl T
<0>	
Single Line space	Ctrl 1
Double Line space	Ctrl 2
Line 1½ spacing	Ctrl 5

General Commands

Save a document	Ctrl+S
Print	Ctrl+P
Spell Check	F7
Thesaurus	Shift F7
<0>	
Move to end of Doc	Ctrl End
Move to Start	Ctrl home
Hold shift plus above will select from location to start or end	
<0>	
Search document	Ctrl F
Search & replace	Ctrl H
<0>	
Select the entire document	Ctrl A

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Character shortcuts

Bold	Ctrl+B
Underline	Ctrl+U
Italic	Ctrl+I
Underline words	Ctrl sh+ W
Double underline	Ctrl sh D
<0>	
Remove Formats	Ctrl Space
<0>	
Change Case	Ctrl F3
Enlarge Font	Ctrl]
Shrink Font	Ctrl [
Note for all character shortcuts you should highlight the text you wish to affect.	
Select a letter	Sh Arrow
Select a word	Ctrl Sh Arrow
Select a Para	
Ctrl Sh Up/down arrow	