

Get Tech Ready...Get Tech GO!



Technology workshops with DDS
See the DDS website for more information



Factsheet 10: Using Microsoft Word keyboard shortcuts.

Software applications such as Microsoft Word have numerous menus and buttons that can be selected with the mouse. However, during the writing process removing our hands from the keyboard to access a function or button via a mouse-click is generally not as efficient as using a keyboard shortcut. Stopping to do so may interrupt flow and result in words and ideas being lost while attention is elsewhere.

Learning keyboard shortcuts can help with writing efficiency and help reduce interruptions to the writing flow. Many of the shortcuts listed below are common to all Microsoft products and other applications that run on Windows.

Microsoft Word Shortcuts

To do this	Press
Open a document.	Ctrl+O
Create a new document.	Ctrl+N
Save the document.	Ctrl+S
Close the document.	Ctrl+W
Cut the selected content to the Clipboard.	Ctrl+X
Copy the selected content to the Clipboard.	Ctrl+C
Paste the contents of the Clipboard.	Ctrl+V
Select all document content.	Ctrl+A
Apply bold formatting to text.	Ctrl+B
Apply italic formatting to text.	Ctrl+I
Apply underline formatting to text.	Ctrl+U
Centre the text.	Ctrl+E
Align the text to the left.	Ctrl+L
Align the text to the right.	Ctrl+R
Cancel a command.	Esc
Undo the previous action.	Ctrl+Z
Redo the previous action (if possible).	Ctrl+Y

Get Tech Ready...Get Tech GO!

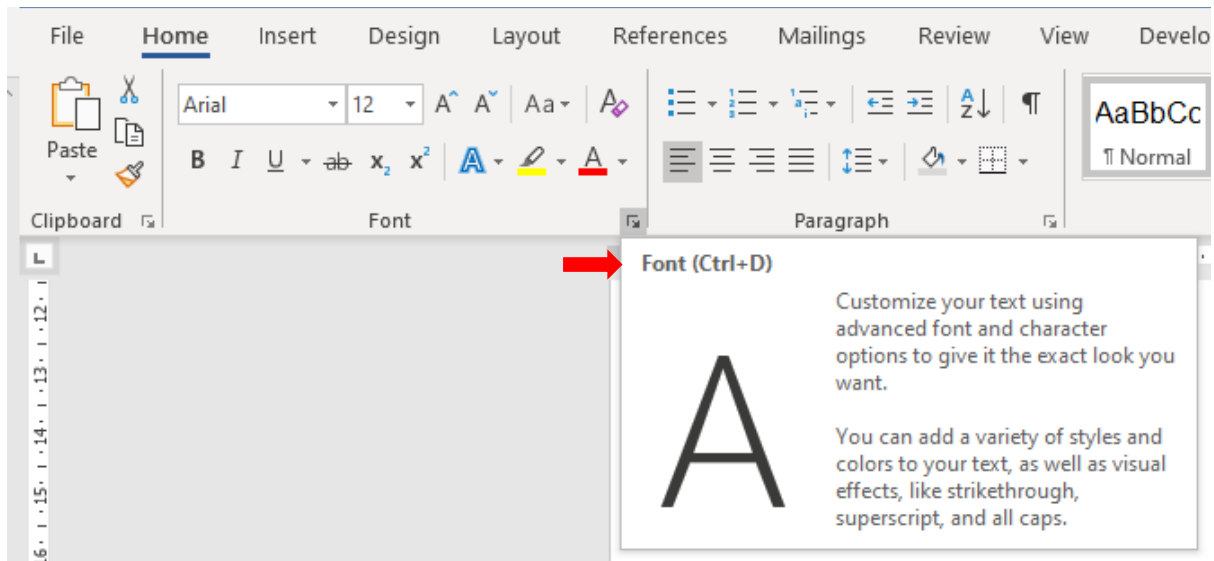


Technology workshops with DDS
See the DDS website for more information



Keyboard shortcuts are often shown next to menu items, buttons and dialogue boxes

- Hover and hold your mouse cursor over a menu item or button to see if it has a keyboard shortcut (red arrow).



Windows Shortcut Keys

Further Windows shortcut keys can be found on the website below:

<https://support.microsoft.com/en-us/help/12445/windows-keyboard-shortcuts>