

Microsoft Word Keyboard Shortcuts

Keyboard Shortcuts are two-key commands that perform actions in programs. The following are useful shortcuts for Microsoft Word.

Note: If you are using a Mac, use Command instead of Control.

Content Commands

Here, “content” refers to text, shapes, and media

Ctrl + **A** Select All

The following shortcuts will only work when text is selected.

The following shortcuts will only work when text or objects are selected.

Ctrl + **C** Copy

Ctrl + **B** Bold

Ctrl + **V** Paste

Ctrl + **U** Underline

Ctrl + **X** Cut

Ctrl + **I** Italics

Ctrl + **K** Hyperlink

Ctrl + **[** Decrease Text Size

Ctrl + **]** Increase Text Size

Document Commands

Ctrl + **N** New Document

Ctrl + **F** Find

Ctrl + **O** Open Document

Ctrl + **Z** Undo

Ctrl + **S** Save Document

Ctrl + **Y** Redo