

Word Wizardry - Speedy Shortcuts

Quick Reference Guide



Editing Essentials

Ctrl + B to bold text
Ctrl + I for italics
Ctrl + U to underline
Ctrl + Z to undo
Ctrl + Y to redo
Ctrl + A to select all
Ctrl + C to copy
Ctrl + V to paste
Ctrl + X to cut

Formatting Fast

Ctrl + E to centre text
Ctrl + L to left align
Ctrl + R to right align
Ctrl + J to justify text
Ctrl + 1 for single spacing
Ctrl + 2 for double spacing
Ctrl + Shift + S to apply styles
Alt + Shift + D to insert date
Alt + Shift + T to insert time

Navigation Boosters

Ctrl + F to find text
Ctrl + H to replace text
Ctrl + G to go to page
F5 to open the "Go To" tab
Shift + F5 to cycle last edit
Ctrl + Home to go to start
Ctrl + End to go to end
Ctrl + P to print
F12 to save as

Efficiency Hacks

Ctrl + Shift + C to copy formatting
Ctrl + Shift + V to paste formatting
Alt + Ctrl + S to split window

Ctrl + Shift + L to create bullet list
Shift + F3 to toggle case
Ctrl + Enter to insert page break

Alt + F4 to close Word
Ctrl + W to close document
Ctrl + Shift + F to change font

Quick Tip: Use "Styles" to maintain consistent formatting across your document effortlessly.

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