

## MS Word Shortcut Keys Download PDF

MS Word is a word processor developed with the aid of Microsoft. It changed into first released on October 25, 1983 under the call Multi-tool word for Xenix structures. Next versions had been later written for numerous different systems which includes IBM pcs jogging DOS (1983), Apple Macintosh strolling classic Mac OS (1985), AT&T Unix laptop (1985), Atari ST (1988), OS/2 (1989), Microsoft home windows (1989), SCO Unix (1994), and macOS (2001). commercial versions of word are licensed as a standalone product or as a thing of Microsoft workplace, home windows RT or the discontinued Microsoft Works suite. Microsoft phrase Viewer and office on-line are freeware variants of phrase with restricted features.

### MS Word Shortcut Keys

- Ctrl+0** - Toggles 6pts of spacing before a paragraph.
- Ctrl+A** - Select all contents of the page.
- Ctrl+B** - Bold highlighted selection.
- Ctrl+C** - Copy selected text.
- Ctrl+D** - Open the font preferences window.
- Ctrl+E** - Aligns the line or selected text to the center of the screen.
- Ctrl+F** - Open find box.
- Ctrl+I** - Italic highlighted selection.
- Ctrl+J** - Aligns the selected text or line to justify the screen.
- Ctrl+K** - Insert a hyperlink.
- Ctrl+L** - Aligns the line or selected text to the left of the screen.
- Ctrl+M** - Indent the paragraph.
- Ctrl+N** - Opens new, blank document window.
- Ctrl+O** - Opens the dialog box or page for selecting a file to open.
- Ctrl+P** - Open the print window.
- Ctrl+R** - Aligns the line or selected text to the right of the screen.
- Ctrl+S** - Save the open document. Just like Shift+F12.
- Ctrl+T** - Create a hanging indent.
- Ctrl+U** - Underline the selected text.
- Ctrl+V** - Paste.
- Ctrl+W** - Close the currently open document.
- Ctrl+X** - Cut selected text.
- Ctrl+Y** - Redo the last action performed.
- Ctrl+Z** - Undo last action.
- Ctrl+Shift+L** - Quickly create a bullet point.
- Ctrl+Shift+F** - Change the font.

**Ctrl+Shift+>** - Increase selected font +1pts up to 12pt and then increase font +2pts.

**Ctrl+]** - Increase selected font +1pts.

**Ctrl+Shift+** - Increases the selected text size by one font size.

**Ctrl+Shift+**