4NET GROUP OF COMPUTER INSTITUTIONS

COMPUTER NOTES
Micro Soft Word

2017-01-25

Working with text and paragraphs Shortcut	Function
Ctrl+A	Select all text in a document
Ctrl+Shift+A	Format selected text as all caps
Ctrl+B	Bold the selected text
Ctrl+C	Copy the selected text or object
Ctrl+Shift+C	Copy the format of the selected text
Ctrl+D	Display the Format	Font dialog box
Ctrl+E	Center the selected paragraph
Ctrl+Shift+H	Apply hidden text formatting to the selected text
Ctrl+I	Italicize the selected text
Ctrl+J	Justify the selected paragraph

Ctrl+K	Insert a hyperlink within the selected text
Ctrl+Shift+K	Format select text as small caps
Ctrl+L	Left align the selected paragraph
Ctrl+M	Indent the selected paragraph from the left
Ctrl+Q	Remove paragraph formatting from selected paragraph
Ctrl+R	Right align the selected paragraph
Ctrl+T	Apply a hanging indent to the selected paragraph
Ctrl+U	Underline the selected text
Ctrl+Shift+D	Double-underline the selected text
Ctrl+Shift+W	Underline the selected words but not spaces
Ctrl+V	Paste cut/copied text or object

Ctrl+Shift+V	Paste copied format
Ctrl+0	Add/Remove one line space before the selected paragraph
Ctrl+1	Apply single-space lines to the selected text
Ctrl+2	Apply double-space lines to the selected text
Ctrl+5	Apply 1.5-space lines to the selected text
Ctrl+Spacebar	Remove selected text's manual character formatting

Working with text and paragraphs cont. Shortcut	Function
Ctrl+Equal Sign	Subscript the selected text
Ctrl+Shift+Plus Sign	Superscript the selected text
Ctrl+Shift+Q	Apply Symbol font to the selected text

Ctrl+Shift+F	**Change the selected text's font**
Ctrl+Shift+P	**Change the selected text's font size**
Ctrl+Shift+>	**Increase the selected text's font size by one point**
Ctrl+Shift+<	**Decrease the selected text's font size by one point**
Ctrl+]	**Increase the selected text's font size by one point**
Ctrl+[	**Decrease the selected text's font size by one point**
Shift+Enter	**Insert a line break**
Ctrl+Enter	**Insert a page break**
Ctrl+Shift+Enter	**Insert a section break**
Alt+Ctrl+Minus Sign	**Insert an em dash**
Ctrl+Minus Sign	**Insert an en dash**
Ctrl+Hyphen	**Insert an optional hyphen**

Ctrl+Shift+Hyphen	**Insert a nonbreaking hyphen**
Ctrl+Shift+spacebar	**Insert a nonbreaking space**
Alt+Ctrl+C	**Insert the copyright symbol**
Alt+Ctrl+R	**Insert the registered trademark symbol**
Alt+Ctrl+Period	**Insert and ellipsis**
Working with styles Shortcut	**Function**
Alt+Ctrl+K	**Enable AutoFormat**
Ctrl+Shift+L	**Apply the List style to the selected text**
Ctrl+Shift+N	**Apply the Normal style to the selected text**
Ctrl+Shift+S	**Apply a style to the selected text**
Alt+Ctrl+1	**Apply the Heading 1 style to the selected text**
Alt+Ctrl+2	**Apply the Heading 2 style to the selected text**

Shortcut	Function
Alt+Ctrl+3	Apply the Heading 3 style to the selected text
Functions keys Shortcut	Function
F1	Display Word Help dialog box
Shift+F1	Open Reveal formatting dialog box or open context-sensitive Word Help
F2	Move selected text of object
Shift+F2	Copy the selected text
F3	Insert AutoText
Shift+F3	Change the case of the selected text
F4	Repeat last action
Shift+F4	Repeat Find or Go To
F5	Display the Edit	Go To dialog box
Shift+F5	Move to the last change
F6	Move to the next pane or

	frame
Shift+F6	Move to the previous pane or frame
F7	Display Tools	Spelling and Grammar dialog box
Shift+F7	Display the Tools	Language	Thesaurus dialog box
F8	Extend the selection
Shift+F8	Shrink the selection
F9	Update the selected fields
F10	Activate the Word menu bar
Shift+F10	Display the shortcut menu
F11	Move to the next field
Shift+F11	Move to the previous field
F12	Display the File	Save As dialog box
Shift+F12	Save the current

	document