

Keyboard shortcuts for MS Word (and some other programs)

Bold highlighted words	CTRL-B
Alignment, center a short line	CTRL-E
Alignment, left align a short line	CTRL-L
Columns, move to next column	CTRL-SHIFT ENTER
Columns, move down to next page	CTRL-ENTER
Clipboard, copy highlighted words to the clipboard	CTRL-C
Clipboard, cut highlighted words to the clipboard	CTRL-X
Clipboard, paste from the clipboard into document	CTRL-V
Formatting, remove formatting from highlighted words	CTRL-SHIFT-N
Highlight the entire document	CTRL-A
Italicize highlighted words	CTRL-I
Letter case, change for highlighted words	SHIFT-F3
Add blank line after bullets or line numbering	SHIFT-ENTER
Manual page break, add one	CTRL-ENTER
Move one word to the left or right	CTRL-LEFT Arrow , CTRL-RIGHT Arrow
Move to the beginning of your current line	HOME
Move to the end of your current line	END
Move to the end of your document	CTRL-END
Move to the top of your document	CTRL-HOME
Open a document from the hard drive	CTRL-O
Open a new blank document	CTRL-N
Paragraph spacing, double space	CTRL-2
Paragraph spacing, single space	CTRL-1
Paragraph spacing, 1.5	CTRL-5
Print your document	CTRL-P
Quit the program	ALT-F4
Save your document	CTRL-S
Tab, normal way	TAB key
Tab, current line only	CTRL-TAB
Underline highlighted words	CTRL-U