

THE BRITISH INSTITUTE

S.no	Keyboard Shortcuts Ms Word	
1)	Ctrl + A =	Select all
2)	Ctrl + B =	Bold
3)	Ctrl + C =	Copy
4)	Ctrl + D =	Change character formatting
5)	Ctrl + E =	Align center
6)	Ctrl + F =	Find
7)	Ctrl + G =	Go to
8)	Ctrl + H =	Replace
9)	Ctrl + I =	Italics
10)	Ctrl + J =	Justify
11)	Ctrl + K =	Insert hyperlink
12)	Ctrl + L =	Left align
13)	Ctrl + M =	Indent
14)	Ctrl + N =	New document
15)	Ctrl + O =	Open document
16)	Ctrl + P =	Print
17)	Ctrl + Q =	Remove paragraph formatting
18)	Ctrl + R =	Right justify
19)	Ctrl + S =	Save
20)	Ctrl + T =	Create hanging indent (tab)
21)	Ctrl + U =	Underline
22)	Ctrl + V =	Paste
23)	Ctrl + W =	Close document
24)	Ctrl + X =	Cut
25)	Ctrl + Y =	Redo previously undone action
26)	Ctrl + Z =	Undo an action
27)	Ctrl + 1 =	Single-space lines
28)	Ctrl + 2 =	Double-space lines
29)	Ctrl + 5 =	1.5-line spacing

