

40 Must Know Microsoft Word Commands

These handy tips and shortcuts will make you a Microsoft Word Master
(at least in front of your friends and coworkers!)

Command	Function
CTRL + C	Copy
CTRL + X	Cut
CTRL + V	Paste
CTRL + S	Save
CTRL + P	Print
CTRL + Z	Undo
CTRL + Y	Redo
CTRL + B	Bold
CTRL + I	Italic
CTRL + U	Underline
CTRL + K	Insert Hyperlink
CTRL + L	Align text to the left
CTRL + R	Align text to the right
CTRL + E	Align text to the center
CTRL + J	Justify text
CTRL + H	Find and Replace
CTRL + Shift + L	Bullet List
CTRL + Home	Move to the beginning of the document
CTRL + End	Go to the end of the document

Command	Function
SHIFT + F5	Return to the last edit point
SHIFT + F3	Changes the case of any selected text
CTRL + Enter	Inserts automatic page break
CTRL + SHIFT + N	Applies the Normal Style
CTRL + SHIFT + C	Copies the formatting of selected text
CTRL + SHIFT + V	Paste the copied formatted text
F4	Repeats most recent command
CTRL + F	Opens Find Tab
CTRL + F6	Cycles through all open Word documents
ALT + SHIFT + Left	Create a Main Heading
ALT + SHIFT + Right	Create a Sub Heading
Home	Go to the beginning of line or sentence
End	Go to the end of line or sentence
Right Arrow	Move right one character at a time
CTRL + Right Arrow	Move right one word at a time
Left Arrow	Move left one character at a time
CTRL + Left Arrow	Move left one word at a time
Up Arrow	Move up one line or sentence at a time
CTRL + Up Arrow	Move up one paragraph at a time
Down Arrow	Move down one line or sentence at a time
CTRL + Down Arrow	Move down one paragraph at a time