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Microsoft Word

SHORTCUT KEYS

Sometimes it's quicker to use the keyboard rather than the mouse. Below is a listing of the most common shortcut keys used in Microsoft Word (for most Windows versions).

SHORTCUT	DESCRIPTION
Ctrl + N	Create a new blank document
Ctrl + O	Open an existing document
Ctrl + W	Close a document
Ctrl + S	Save the active document
F12	Open the Save As dialog box
Ctrl + Z	Undo the last action
Ctrl + Y	Redo the last action
Ctrl + A	Select all text and objects
Ctrl + C	Copy the selected text or objects
Ctrl + X	Cut the selected text or objects
Ctrl + V	Paste the contents of the clipboard
Ctrl + Shift + C	Copy formatting of selected text
Ctrl + Shift + V	Apply copied formatting to selected text
Ctrl + P	Print the document
Ctrl + B	Apply or remove bold
Ctrl + I	Apply or remove italic
Ctrl + U	Apply or remove underline
Ctrl + R	Right align text
Ctrl + L	Left align text
Ctrl + E	Center align text

SHORTCUT	DESCRIPTION
Ctrl + J	Justify text
Ctrl + 1	Apply single line spacing
Ctrl + 2	Apply double line spacing
F7	Open Spellcheck
Shift + F7	Use the Thesaurus
Ctrl + Enter	Insert a page break
Shift + Enter	Insert a line break
F1	Display Help window
Esc	Close an open menu or task
Ctrl + Shift + <	Decrease the font size of selected text
Ctrl + Shift + >	Increase the font size of selected text
Ctrl + F or H	Open Find or Find/Replace
F5 or Ctrl + G	Display Go To dialog box
Home/End	Jump to start or end of a line
Ctrl + K	Insert a hyperlink
Insert	Turn on or off Overtyping
Shift + Rt/Lft Arrow ⇄	Select one character to the right or left
Ctrl + Shift + Rt/Lft Arrow ⇄	Select one word to the right or left
Ctrl + F1	Hide or show the ribbon

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word shortcut keys

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If the user opens the header and footer (in Microsoft Word or a PDF editor like Adobe Acrobat Pro) using specific screen reader shortcut keys they can edit and ...

word shortcut keys in computer

MS Word Shortcut Keys – PDF Download for Competitive Exams . Alt Hotkeys Microsoft Outlook Function; Alt + – Display the current week in calendar view: Alt + Below is a listing of the more commonly used shortcut keys in Microsoft Word . P1036 code isuzu. Ebay awaiting payment. Convert external ssd to apfs. Docker More can be checked by downloading PDF given. ... What is the Keyboard shortcut in Word that I accidentally press sometimes that puts me in ovrtype mode?. Shortcut. Description. Alt. Selects the active tab of the Ribbon and activates the access keys. Alt+End. To the last cell in a row. Alt+F1. Goes to the next field.

word shortcut keys a to z

Below is a listing of the more commonly used. shortcut keys in Microsoft Word. See the computer shortcuts page if you are looking for a list of In the article, How to access Word styles quickly, I showed you two ... In the resulting dialog, click Format and choose Shortcut key from the ... 20 pro tips to make Windows 10 work the way you want (free PDF) (TechRepublic). After your equation is done go to File and then Update [Shortcut press F3 key] That's ... In reply to Suzanne S. Equation Editor in Word 2013 doesn't work?! ... Editor Shortcuts; Math Formula In Quip; All Math Formula In English Pdf Download; MS Word Shortcut keys and Tips For Windows, Keyboard shortcuts for ... word shortcuts, microsoft word shortcuts, ms word shortcut keys pdf, shortcut keys of.. 200+ MS Word Shortcut keys – MS Word Shortcut keys Free PDF Download. एमएस वर्ड शॉर्टकट keys सीखें | क्या आप GoBack (current and last 3 editing positions). V + 5 or A + C + Z. Move between key areas of the Word window. 6 or V + 6. Move in a Table. Next cell in a row. F.. Even if you are very much familiar with Microsoft Word, you might be surprised by the number of shortcuts Microsoft Word has. These MS Word shortcut keys will MS WORD Shortcut Keys and Menus. Page 1 of 2. Shortcut keys are just that, a way to execute a command without the need to go to the many various menus to Check out my list of favourite shortcut key combinations used in Outlook. Be sure to grab a copy of the printable PDF version. ... free online microsoft training. Free tips and tricks for using Microsoft Office and Windows ... 8a1e0d335e

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