MS WORD

180+ Keyboard Shortcut Keys

Free Learning Guide • Windows Desktop Version

What's inside
Document management • Editing • Text formatting • Paragraphs • Styles • Tables • Review • Navigation • Views • Fields
Useful for
Students, beginners, office users, ADCA / DCA learners and computer instructors

Compatibility note: Shortcuts are intended mainly for Microsoft Word on Windows desktop (Word 2016, 2019, 2021 and Microsoft 365). Some commands vary by version, keyboard layout, custom settings or selected content. Mac and Word for the web shortcuts may differ.

1. File, Document & General

Shortcut Key	Function / Use
Ctrl + N	Create a new document
Ctrl + O	Open a document
Ctrl + S	Save the current document
F12	Open the Save As dialog box
Ctrl + Shift + S	Open the Apply Styles / Save As-related dialog depending on Word version; use the File menu for Save As
Ctrl + P	Open Print view
Ctrl + W	Close the current document
Alt + F4	Close Microsoft Word
Ctrl + F	Open Navigation pane / Find
Ctrl + H	Open Find and Replace
Ctrl + G	Go To a page, section, line, or other location
Ctrl + K	Insert a hyperlink
Ctrl + Z	Undo the last action
Ctrl + Y	Redo or repeat the last action
F4	Repeat the last action when supported
Ctrl + F1	Show or hide the Ribbon
Alt	Show Key Tips for Ribbon commands
Esc	Cancel a command or close a dialog/menu

2. Text Selection & Navigation

Shortcut Key	Function / Use
Ctrl + A	Select the entire document (or all content in the current area)
Shift + Arrow	Extend selection by one character or line
Ctrl + Shift + Left	Select to the beginning of the previous word
Ctrl + Shift + Right	Select to the end of the next word
Shift + Home	Select to the beginning of the current line
Shift + End	Select to the end of the current line
Ctrl + Shift + Up	Select to the beginning of the current paragraph
Ctrl + Shift + Down	Select to the end of the current paragraph
Ctrl + Home	Move to the beginning of the document
Ctrl + End	Move to the end of the document
Home	Move to the beginning of the current line
End	Move to the end of the current line
Ctrl + Left	Move one word to the left
Ctrl + Right	Move one word to the right
Ctrl + Up	Move to the beginning of the previous paragraph
Ctrl + Down	Move to the beginning of the next paragraph
Page Up	Move up one screen
Page Down	Move down one screen
Ctrl + Page Up	Move to the previous page (in many Word contexts)
Ctrl + Page Down	Move to the next page (in many Word contexts)
Shift + Page Up	Extend selection up one screen
Shift + Page Down	Extend selection down one screen
Ctrl + Shift + Home	Select from the cursor to the beginning of the document
Ctrl + Shift + End	Select from the cursor to the end of the document

3. Basic Editing & Clipboard

Shortcut Key	Function / Use
Ctrl + C	Copy selected text or object
Ctrl + X	Cut selected text or object

Ctrl + V	Paste copied or cut content
Ctrl + Shift + V	Paste text only in supported Microsoft 365 versions/apps; options can vary
Ctrl + Alt + V	Open Paste Special
Ctrl + Backspace	Delete the previous word
Ctrl + Delete	Delete the next word
Backspace	Delete the character to the left
Delete	Delete the character to the right or selected content
Insert	Toggle overtype mode in versions/configurations where enabled
Ctrl + Enter	Insert a page break
Shift + Enter	Insert a manual line break
Ctrl + Shift + Enter	Insert a column break
Ctrl + Spacebar	Remove manual character formatting
Ctrl + Q	Remove manual paragraph formatting
Ctrl + Shift + C	Copy formatting
Ctrl + Shift + V	Apply copied formatting in Word's Format Painter keyboard workflow
Ctrl + Alt + M	Insert a new comment
Ctrl + Shift + E	Turn Track Changes on or off
Ctrl + Alt + F	Insert a footnote
Ctrl + Alt + D	Insert an endnote

4. Character & Font Formatting

Shortcut Key	Function / Use
Ctrl + B	Apply or remove bold
Ctrl + I	Apply or remove italic
Ctrl + U	Apply or remove underline
Ctrl + Shift + W	Underline words but not spaces
Ctrl + Shift + D	Apply or remove double underline
Ctrl + Shift + X	Apply or remove subscript in some Word versions; verify in your version
Ctrl + =	Apply or remove subscript
Ctrl + Shift + +	Apply or remove superscript
Ctrl + Shift + A	Format selected text as ALL CAPITALS

Ctrl + Shift + K	Format selected text as small capitals
Shift + F3	Change selected text case: lowercase, UPPERCASE, Title Case
Ctrl + Shift + >	Increase font size
Ctrl + Shift + <	Decrease font size
Ctrl +]	Increase font size by 1 point
Ctrl + [	Decrease font size by 1 point
Ctrl + D	Open the Font dialog box
Ctrl + Shift + F	Change font in supported Word versions
Ctrl + Shift + P	Change font size
Alt + Ctrl + Shift + S	Open the Styles pane
Ctrl + Shift + N	Apply the Normal style

5. Paragraph, Alignment & Spacing

Shortcut Key	Function / Use
Ctrl + L	Align paragraph left
Ctrl + E	Center paragraph
Ctrl + R	Align paragraph right
Ctrl + J	Justify paragraph
Ctrl + M	Indent paragraph from the left
Ctrl + Shift + M	Remove paragraph indent
Ctrl + T	Create a hanging indent
Ctrl + Shift + T	Reduce a hanging indent
Ctrl + 1	Set single line spacing
Ctrl + 2	Set double line spacing
Ctrl + 5	Set 1.5 line spacing
Ctrl + 0	Add or remove space before a paragraph
Ctrl + Shift + L	Apply the List Paragraph style / default bullet formatting in many contexts
Alt + Shift + Left	Promote a paragraph in an outline
Alt + Shift + Right	Demote a paragraph in an outline
Alt + Shift + Up	Move the selected paragraph up
Alt + Shift + Down	Move the selected paragraph down

Alt + Shift + 5	Show or hide strikethrough in some Word configurations; use Font dialog if unavailable

6. Styles, Headings & Outlining

Shortcut Key	Function / Use
Ctrl + Alt + 1	Apply Heading 1 style
Ctrl + Alt + 2	Apply Heading 2 style
Ctrl + Alt + 3	Apply Heading 3 style
Ctrl + Shift + N	Apply Normal style
Alt + Shift + Left	Promote heading/paragraph level
Alt + Shift + Right	Demote heading/paragraph level
Alt + Shift + 1	Show Heading 1 level in outline view
Alt + Shift + 2	Show Heading 2 level in outline view
Alt + Shift + 3	Show Heading 3 level in outline view
Alt + Shift + A	Expand or collapse all text or headings in an outline
Alt + Shift + +	Expand text under a heading in Outline view
Alt + Shift + -	Collapse text under a heading in Outline view

7. Tables

Shortcut Key	Function / Use
Tab	Move to the next cell in a table
Shift + Tab	Move to the previous cell in a table
Alt + Home	Move to the first cell in the current row
Alt + End	Move to the last cell in the current row
Alt + Page Up	Move to the first cell in the current column
Alt + Page Down	Move to the last cell in the current column
Ctrl + Tab	Insert a tab character inside a table cell
Tab in last cell	Add a new row at the end of a table
Alt + 5 (numeric keypad)	Select the entire table when Num Lock is off and cursor is in the table
Ctrl + A in table	Select cell, row, table, or document depending on repeated presses/context
Shift + Arrow	Select text or cells in the current direction
Alt + Shift + Up	Move the current table row up in supported Word versions
Alt + Shift + Down	Move the current table row down in supported Word versions

8. Review, Comments & Proofing

Shortcut Key	Function / Use
F7	Run spelling and grammar check
Shift + F7	Open the Thesaurus
Ctrl + Alt + M	Insert a comment
Ctrl + Shift + E	Toggle Track Changes
Alt + Shift + C	Close the Reviewing Pane in supported versions
Alt + Shift + R	Copy the header or footer from the previous section (when available)
Ctrl + F	Find text for review
Ctrl + H	Find and replace text
Ctrl + Alt + F	Insert a footnote
Ctrl + Alt + D	Insert an endnote

9. View, Zoom & Window

Shortcut Key	Function / Use
Alt + Ctrl + P	Switch to Print Layout view
Alt + Ctrl + O	Switch to Outline view
Alt + Ctrl + N	Switch to Draft view
Ctrl + Mouse Wheel	Zoom in or out in many Word setups
Alt + W, Q	Open Zoom dialog using Ribbon Key Tips
Alt + W, P	Switch to Print Layout using Ribbon Key Tips
Alt + W, L	Switch to Read Mode using Ribbon Key Tips (version-dependent)
Ctrl + F6	Move to the next document window
Ctrl + Shift + F6	Move to the previous document window
Alt + Tab	Switch between open applications
Ctrl + F1	Show or hide the Ribbon
F6	Cycle through document, task pane, status bar, and Ribbon areas
Shift + F6	Cycle backward through document areas

10. Fields, Special Characters & Miscellaneous

Shortcut Key	Function / Use
Ctrl + F9	Insert an empty field
F9	Update selected field
Shift + F9	Show or hide field code for the selected field
Alt + F9	Show or hide field codes throughout the document
Ctrl + Shift + F9	Unlink a field and convert it to regular text
Ctrl + F11	Lock a field
Ctrl + Shift + F11	Unlock a field
Alt + Shift + D	Insert the current date field
Alt + Shift + T	Insert the current time field
Alt + Ctrl + C	Insert the copyright symbol
Alt + Ctrl + R	Insert the registered trademark symbol
Alt + Ctrl + T	Insert the trademark symbol
Ctrl + Alt + Spacebar	Insert a nonbreaking space
Ctrl + Shift + Hyphen	Insert a nonbreaking hyphen
Ctrl + Hyphen	Insert an optional (discretionary) hyphen
Ctrl + Shift + 8	Show or hide paragraph marks and formatting symbols
Ctrl + Shift + *	Show or hide nonprinting characters in some keyboard layouts
F1	Open Word Help
F5	Open Go To tab in Find and Replace
F6	Move to the next pane or frame
Shift + F5	Move to the last change or previous editing position
Ctrl + F2	Open Print Preview
Ctrl + Alt + S	Split or remove the document window split
Alt + Shift + P	Insert a PAGE field
Alt + Shift + N	Insert a NUMPAGES field

Quick Practice Tips

• Practice 10 shortcuts daily in a blank Word document.

• Use Ctrl + S frequently to save your work.

• Learn selection and navigation shortcuts before memorizing advanced commands.

• If a shortcut does not work, check your Word version, keyboard layout and custom shortcut settings.