

KEYBOARD SHORTCUTS for WORD

Using keyboard shortcuts = less mouse use = less injuries

New document	Ctrl + N
Open	Ctrl + O
Close	Ctrl + W
Save	Ctrl + S
Print	Ctrl + P
Print preview	Alt + Ctrl + I
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Bold	Ctrl + B
Italics	Ctrl + I
Underline	Ctrl + U
Double underline	Ctrl + Shift + D
Underline words but not spaces	Ctrl + Shift + W
Find	Ctrl + F
Go to ...	Ctrl + G
Single spacing	Ctrl + 1
Double spacing	Ctrl + 2
1.5 spacing	Ctrl + 5
Center	Ctrl + E
Justify paragraph	Ctrl + J
Left justify	Ctrl + L
Right justify	Ctrl + R
Undo	Ctrl + Z
Redo	Ctrl + Y
Page break	Ctrl + Enter
Help	F1 key

This is only a partial list. Use help in Word to find more shortcuts.

Print and hang these in your office until you know all of them.

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