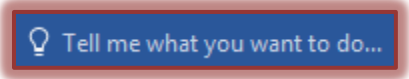# Keyboard Shortcuts

Shortcut keys are used to bypass menus and carry out commands directly. Shortcut keys may be used to access commands and toolbar buttons, along with repeating the last action that was performed. In addition to the commands listed in the table there are additional shortcuts available. For a more comprehensive list of shortcuts than are listed in the table, complete the following steps:

✞ Click the **Tell me what you want to do** on the right side of the ribbon (see illustration below).

> 💡 Tell me what you want to do...

✞ Input **Keyboard Shortcuts** in the **Search** box.
✞ Click the **Get Help on "keyboard shortcuts"** link.
✞ A list of links to different Keyboard Shortcut pages will display.
✞ Click the links to locate a list of shortcuts.
✞ The table below lists some of the more common keyboard shortcuts.

Shortcut Keys	Activity
F1	Microsoft Word Help
F7	Spelling and Grammar Check
Shift + F1	What's this? (Describes the function presently being done)
Shift + F3	Change Case
Shift + F7	Open the thesaurus
Ctrl + A	Select all
Ctrl + B	Bold
Ctrl + C	Copy
Ctrl + E	Center text
Ctrl + F	Find
Ctrl + G	Go to page, section, line, etc.
Ctrl + H	Replace
Ctrl + I	Italicize
Ctrl + J	Justify text
Ctrl + K	Insert a hyperlink
Ctrl + L	Left-align text
Ctrl + N	New Document
Ctrl + O	Open
Ctrl + P	Print
Ctrl + R	Right-align text

Shortcut Keys	Activity
Ctrl + S	Save
Ctrl + U	Underline
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Y or F4	Repeat the last action
Ctrl + Y	Redo
Ctrl + Z	Undo
Ctrl + 1 (one)	Single-space text
Ctrl + 2 (two)	Double-space text
Ctrl + 5 (five)	Format text with 1.5 line spacing
Ctrl + Home	Go to the beginning of the document
Ctrl + End	Go to the end of the document
Ctrl + Shift + Home	Select to the beginning of the document
Ctrl + Shift + End	Select to the end of the document
Ctrl + Backspace	Delete a word to the right of the insertion point.
Ctrl + Delete	Delete a word to the left of the insertion point.
Delete Key	Delete characters to the right of the insertion point.
Backspace Key	Delete characters to the left of the insertion point.