



## Useful shortcut keys in Word

Do you find that using the keyboard is sometimes quicker than using your mouse? Shortcut keys can help you bypass menus and carry out commands directly. You can use shortcut keys in many ways with Word, from accessing commands and toolbar buttons to repeating your last action. Shortcut keys are sometimes listed next to the command name on Word menus. For example, on the **Edit** menu, the **Find** command lists the shortcut CTRL+F.

For a comprehensive list of shortcuts, ask the Office Assistant for help. Press F1 to display the Assistant, and then type **shortcut keys** in the text box. Here are some of the most useful Word shortcut keys:

Activity	Shortcut Keys
Repeat your last action	F4 or CTRL+Y
Find and replace	CTRL+F
Go to page, section, line, etc.	CTRL+G
Delete a word	CTRL+BACKSPACE
Change case	SHIFT+F3
Bold	CTRL+B
Italicize	CTRL+I
Go to the beginning of the document	CTRL+HOME
Go to the end of the document	CTRL+END
Select to the beginning of the document	CTRL+SHIFT+HOME
Select to the end of the document	CTRL+SHIFT+END
Open the thesaurus	SHIFT+F7
Insert a hyperlink	CTRL+K
Select all	CTRL+A
Copy	CTRL+C
Paste	CTRL+V

4742 42<sup>nd</sup> Ave SW #272 • Seattle, WA 98116-4553

• [www.italleypllc.com](http://www.italleypllc.com) • [sales@italleypllc.com](mailto:sales@italleypllc.com) • [support@italleypllc.com](mailto:support@italleypllc.com)



Undo	CTRL+Z
Save	CTRL+S
Print	CTRL+P
Open	CTRL+O

4742 42<sup>nd</sup> Ave SW #272 • Seattle, WA 98116-4553

• [www.italleypllc.com](http://www.italleypllc.com) • [sales@italleypllc.com](mailto:sales@italleypllc.com) • [support@italleypllc.com](mailto:support@italleypllc.com)