

# MS Word All Shortcut Key

**Ctrl+A = Select all**

**Ctrl+B = Bold**

**Ctrl+C = Copy**

**Ctrl+D = Default Font**

**Ctrl+E = Center Alignment**

**Ctrl+F = Find**

**Ctrl+G = Go to**

**Ctrl+H = Replace**

**Ctrl+I = Italic**

**Ctrl+J = Justify Alignment**

**Ctrl+K = Insert Hyperlink**

**Ctrl+L = Left Alignment**

**Ctrl+M = Indent**

**Ctrl+N = New Document**

**Ctrl+O = Open Document**

**Ctrl+P = Print**

**Ctrl+Q = Remove Formatting**

**Ctrl+R = Right Alignment**

**Ctrl+S = Save**

**Ctrl+T = Create a Hanging Indent**

**Ctrl+U = Underline**

**Ctrl+V = Paste**

**Ctrl+W = Close Document**

**Ctrl+X = Cut**

**Ctrl+Y = Redo**

**Ctrl+Z = Undo**



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# Microsoft Office Short Keys Study Guide

**J Elliott**



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