

	MS-WORD SHORT CUT KEYS	
1	ALL SELECT	CTRL+A
2	BOLD	CTRL+B
3	COPY	CTRL+C
4	FONT DIALOG BOX	CTRL+D
5	CENTER ALIGN	CTRL+E
6	FIND	CTRL +F
7	GO TO	CTRL+G
8	REPLACE	CTRL+H
9	ITALIQ	CTRL+I
10	JUSTFY ALIGN	CTRL+J
11	HYPERLINK	CTRL+K
12	LEFT ALIGN	CTRL+L
13	INCREASE LEFT INDENT	CTRL+M
14	NEW DOCUMENT	CTRL+N
15	OPEN DOCUMENT	CTRL+O
16	PRINT DOCUMNET	CTRL+P
17	CLEAR ALL PARAGRAPH FORMATTING	CTRL+Q
18	RIGHT ALIGN	CTRL+R
19	SAVE DOCUMENT	CTRL+S
20	HANGING INDENT	CTRL+T
21	UNDERLINE	CTRL+U
22	PASTE	CTRL+V
23	CLOSE	CTRL+W
24	CUT	CTRL+X
25	REDO	CTRL+Y
26	UNDO	CTRL+Z
27	MOVES THE CURSOR ONE PARAGRAPH DOWN	CRTL+ DOWN ARROW KEY
28	MOVES THE CURSOR ONE PARAGRAPH UP	CRTL+ UP ARROW KEY
29	MOVES THE CURSOR ONE WORD LEFT	CRTL+ LEFT ARROW KEY
30	MOVES THE CURSOR ONE WORD RIGHT	CRTL+ RIGHT ARROW KEY
31	MOVES THE CURSOR ONE LINE DOWN	DOWN ARROW KEY
32	MOVES THE CURSOR ONE LINE UP	UP ARROW KEY
33	MOVES THE CURSOR ONE LETTER LEFT	LEFT ARROW KEY
34	MOVES THE CURSOR ONE LETTER RIGHT	RIGHT ARROW KEY
35	MOVES THE CURSOR BEGINNING OF THE LINE	HOME KEY
36	MOVES THE CURSOR END OF THE LINE	END KEY
37	MOVES THE CURSOR TO THE BEGINNING OF DOCUMENT	CTRL+HOME KEY
38	MOVES THE CURSOR TO THE END OF THE DOCUMENT	CTRL+END KEY
39	MOVES THE CURSOR ONE PAGE UP	CTRL+PAGE UP KEY
40	MOVES THE CURSOR ONE PAGE DOWN	CTRL+PAGE DOWN KEY
41	MOVES THE CURSOR ONE SCREEN UP	PAGE UP KEY
42	MOVES THE CURSOR ONE SCREEN DOWN	PAGE DOWN KEY
43	INSERT PAGE / PAGE BREAK	CTRL+ENTER
44	OPEN THE SAVE AS DIALOG	F12
45	DECREASE FONT SIZE	Ctrl + Shift + <

46	INCREASE FONT SIZE	Ctrl + Shift + >
47	INSERT TIME	ALT + SHIFT + T
48	INSERT DATE	ALT + SHIFT + D
49	INSERT A HEADER	ALT,N,H,E
50	INSERT A FOOTER	ALT,N,O,E
51	OPEN SPELLING AND GRAMMAR CHECK	F7
52	INSERT A COMMENT	CTRL + ALT + M
53	CHANGE CASE OF TEXT	SHIFT + F3
54	CLOSE WORD	ALT+F4
55	SELECT ONE WORD RIGHT	CTRL+SHIFT+ RIGHT ARROW KEY
56	SELECT ONE WORD LEFT	CTRL+SHIFT+ LEFT ARROW KEY
57	SELECT ONE PARAGRAPH UP	CRTL+ SHIFT+UP ARROW KEY
58	SELECT ONE PARAGRAPH DOWN	CRTL+SHIFT+ DOWN ARROW KEY
59	SHOW PRINT PREVIEW	CTRL+ALT+I
60	SELECT FROM THE CURRENT POSITION TO THE BEGINNING OF THE DOCUMENT.	CTRL+SHIFT+HOME
61	SELECT FROM THE CURRENT POSITION TO THE END OF THE DOCUMENT.	CTRL+SHIFT+END
62	DELETE ONE WORD TO THE LEFT.	CTRL+BACKSPACE
63	DELETE ONE WORD TO THE RIGHT.	CTRL+DELETE
64	DELETE ONE LETTER TO THE LEFT.	BACKSPACE
65	DELETE ONE LETTER TO THE RIGHT.	DELETE