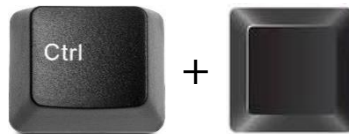




## Graduate Online Writing Studio

# Word Shortcuts

In Microsoft Word, there are shortcuts built in to help make typing and formatting your document easier. Most of these shortcuts involve pressing the **Ctrl** key (or Command key on a Mac) and another key at the same time to perform a task. Some of these Shortcuts will even work outside the Word program (see **bolded** items below). Below is a list of useful Word Shortcuts!



**Ctrl+A:** Select all text in a document

**Ctrl+Z:** Undo an action

**Ctrl+C:** Copy selected text or image to clipboard

**Ctrl+Y:** Redo an action

**Ctrl+X:** Cut selected text or image to clipboard

Ctrl+T: Create Hanging Indent

**Ctrl+V:** Paste copied text

Ctrl+E: Center a paragraph

**Ctrl+P:** Print document

Ctrl+L: Left-align a paragraph

**Ctrl+F:** Search the document

Ctrl+R: Right-align a paragraph

**Ctrl+Enter:** Insert a page break

Ctrl+O: Open an existing document

**Ctrl+B:** Apply bold formatting

Ctrl+W: Close a document

**Ctrl+I:** Apply italic formatting

Ctrl+2: Set double-spacing

**Ctrl+U:** Apply underline formatting

Ctrl+N: Create a new document

Ctrl+S: Save a document

Ctrl+D: Open the Font dialog box

### Other Helpful Word Shortcuts

F7: Run a spelling and grammar check

Shift+F7: Open the thesaurus. If you have a word selected, Shift+F7 looks up that word in the thesaurus.