Keyboard shortcuts in Word

Keyboard shortcuts are combinations of one or more keys that you can use to perform actions, e.g. opening a new document (**Ctrl + N**). You can save time working with long documents by using some of Word's keyboard shortcuts to perform common or repetitive tasks.

Here are some useful shortcuts for Windows users that you may want to familiarise yourself. Most of these shortcuts will replace the *Ctrl* key with the ⌘ *Command* key if you are a Mac user.[1]

Document Shortcuts

Ctrl + N	Create new document	**Ctrl + P**	Open Print dialogue box
Ctrl + S	Save document	**Ctrl + Y**	Redo last action
Ctrl + Z	Undo last action	**F4**	Repeat last action
Ctrl + A	Select all	**F9**	Update field
F7	Start Spellchecker	**Ctrl + Alt+T**	Insert ™
Ctrl + F4	Close current document	**Ctrl + Alt+C**	Insert ©

Navigation Shortcuts

Home	Go to start of line	**End**	Go to end of line
Ctrl + Home	Go to start of document	**Ctrl + End**	Go to end of document
Page Down	Go to next page	**Page Up**	Go to previous page
Ctrl + Page Down	Go to next page (top)	**Ctrl + Page Up**	Go to previous page (top)
Ctrl + F	Find (Navigation Pane)	**Ctrl + G**	Go to a specific page
Tab	Go to next table cell	**Shift + Tab**	Go to previous table cell

Clipboard Shortcuts

Ctrl + X	Cut	**Ctrl + C**	Copy
Ctrl + V	Paste	**Alt+Ctrl +V**	Paste Special

Paragraph and Pagination Shortcuts

Enter	New paragraph	**Ctrl + Q**	Switch off formatting
Ctrl + Enter	Insert Page Break	**Ctrl + M**	Increase Indent
Shift + Enter	New line (in paragraph)	**Ctrl + Shift +M**	Decrease Indent
Ctrl + Shift + Enter	Insert Section Break	**Ctrl + E**	Center Alignment

Further information and help

If you want to learn about any Microsoft product in more detail you can use Microsoft's Office Support for tutorials, videos and helpful hints.

‒ Within Word, click File tab and the **question mark** (top right) at any time for help. Search for keywords, e.g. *shortcuts*.

You can also use MyIT to log calls with the University's IT Service Desk: myit.abdn.ac.uk

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[1] Apple Support: Mac keyboard shortcuts