

Microsoft Word Shortcuts Cheat Sheet

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60+ shortcuts for faster writing and formatting | Windows (on Mac, use Cmd for most Ctrl shortcuts)

ESSENTIALS

Ctrl + N New document

Ctrl + O Open

Ctrl + S Save

F12 Save As

Ctrl + P Print

Ctrl + Z / Y Undo / Redo

Ctrl + C / X / V Copy / Cut / Paste

Ctrl + A Select all

Ctrl + W Close document

FIND & NAVIGATE

Ctrl + F Find (navigation pane)

Ctrl + H Find and replace

Ctrl + G Go to page, heading or comment

Ctrl + Home / End Start / end of document

Ctrl + Left / Right Jump word by word

Ctrl + Up / Down Jump paragraph by paragraph

Shift + F5 Go back to last edit

SELECTING TEXT

Ctrl + Shift + Right Select next word

Shift + End / Home Select to end / start of line

Ctrl + Shift + Down Select to end of paragraph

Double-click Select a word

Triple-click Select a paragraph

Alt + drag Select a vertical block

FONT FORMATTING

Ctrl + B / I / U Bold / Italic / Underline

Ctrl + Shift + > / < Bigger / smaller font

Ctrl +] / [Font size +1 / -1

Ctrl + D Font dialog

Shift + F3 Change case (Aa, AA, aa)

Ctrl + = Subscript

Ctrl + Shift + = Superscript

Ctrl + Space Clear character formatting

Ctrl + Shift + C / V Copy / paste formatting

PARAGRAPHS

Ctrl + L / E / R Align left / center / right

Ctrl + J Justify

Ctrl + 1 / 2 Single / double line spacing

Ctrl + 5 1.5 line spacing

Ctrl + M Increase indent

Ctrl + Shift + M Decrease indent

Ctrl + Q Clear paragraph formatting

Ctrl + Shift + L Bullet list

STYLES & STRUCTURE

Ctrl + Alt + 1 / 2 / 3	Heading 1 / 2 / 3
Ctrl + Shift + N	Normal style
Ctrl + Shift + S	Apply styles pane
Ctrl + Enter	Page break
Ctrl + Shift + Enter	Column break
Shift + Enter	Line break (same paragraph)
Ctrl + Shift + 8	Show / hide formatting marks

INSERT

Ctrl + K	Insert link
Alt + Shift + D	Insert date
Alt + Shift + T	Insert time
Ctrl + Alt + C	Copyright symbol
Ctrl + Alt + Minus (num pad)	Long dash (em dash)
Ctrl + Shift + Space	Non-breaking space

REVIEW & EDIT

F7	Spelling and grammar
Shift + F7	Thesaurus
Ctrl + Alt + M	New comment
Ctrl + Shift + E	Track changes on / off
Ctrl + Backspace	Delete previous word
Ctrl + Delete	Delete next word
Alt + Ctrl + V	Paste Special

VIEW

Ctrl + Alt + P	Print layout view
Ctrl + Alt + O	Outline view
Ctrl + Mouse wheel	Zoom in / out
Alt then letters	Use the ribbon without a mouse

Word tips that save hours

- Use Heading styles (Ctrl + Alt + 1/2/3) instead of bold text. You get a clickable navigation pane and an automatic table of contents (References > Table of Contents).
- Paste without formatting: right-click > Keep Text Only, or set the default in File > Options > Advanced > Cut, copy and paste.
- Turn on Track Changes before sending a document for review, and use comments instead of writing in the text.
- Shortcuts can differ on Mac and in Word for the web. On Mac, most Ctrl shortcuts use Cmd (e.g. Cmd + B for bold).