

TECH TIP

Microsoft Word Keyboard Shortcuts

Word is all about typing, so increase your productivity by keeping your hands on the keyboard with these easy and effective keyboard shortcuts.

Ctrl + Key	Description
CTRL + Backspace	Delete the previous word
CTRL + Delete	Delete the next word
CTRL + [Decrease the font size by 1 point example
CTRL +]	Increase the font size by 1 point example
CTRL + B	Bolden the selection
CTRL + I	<i>Italicize the selection</i>
CTRL + U	<u>Underline the selection</u>
CTRL + L	Left align text
CTRL + R	Right align text
CTRL + E	Centre text
CTRL + F	Open up a search function
CTRL + 1	Single spaced lines
CTRL + 2	Double spaced lines
CTRL + ENTER	Inserts a page break
CTRL + “+”	Subscript text example

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CTRL + SHIFT + “+”	Superscript text <small>example</small>
ALT + CTRL + S	Splits document into two windows to view separate sections. Repeat command to remove
ALT + CTRL + I	Switch to print preview
ALT + CTRL + .	Inserts an ellipsis ...
SHIFT + F3	Changes the case of all of the letters selected
CTRL + SHIFT + A	Format all letters as capitals
CTRL + SHIFT + K	FORMAT ALL LETTERS AS SMALL CAPITALS
CTRL + SHIFT + @, SPACEBAR	° inserts the degree symbol
CTRL + SHIFT + D	<u>Double-Underline the selection</u>
CTRL + SHIFT + W	<u>Underline words but not spaces</u>