Time Saving Tips: Microsoft Word

Keyboard Shortcuts

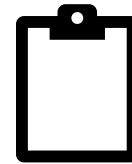### Text alignment:

Align Center ☰	(Control + E)
Align Justify	(Control + J)
Align Left	(Control + L)
Align Right	(Control + R)

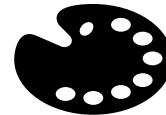### Clipboard Operations:

Copy	(Control + C)
Cut	(Control +X)
Paste	(Control + V)
Paste Special	(Alt+Control+V)

Text Appearance:

|	
Font dialog box display	(Control +D)
Italic	(Control + I)
Bold	(Control + B)
Underline	(Control + U)
Hanging indent	(Control + T)
Increase Indent	(Control + M)
Decrease Indent	(Control + Shift + M)

Text Editing:

Page Break	(Control + Enter)
Redo	(Control + Y)
Undo	(Control + Z)
Replace	(Control + H)
Find	(Control + F)
Delete entire word (at beginning)	(Control + Delete)
Delete entire word (at end)	(Control + Backspace)

Other Operations

Print	(Control + P)
Save	(Control + S)
Close File	(Control + W)
Select Entire Document	(Control + A)
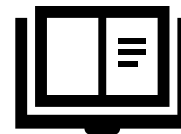
Mouse Shortcuts

Select entire word	Doble click in word
Select entire sentence	Control + Click in sentence
Select entire paragraph	Triple click in paragraph