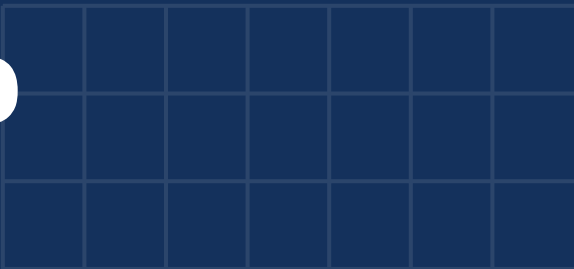


MICROSOFT WORD

KEYBOARD SHORTCUTS



Cheat Sheet

NAVIGATION

Ctrl	+	Home		Go to the top of the document
Ctrl	+	End		Go to the end of the document
Ctrl	+	F		Find text
Ctrl	+	H		Find and replace
Ctrl	+	G		Go to a page or line

SELECTING

Ctrl	+	A		Select the whole document		
Ctrl	+	Shift	+	Arrow		Select to the end of the word
Shift	+	Home	/	End		Select to start / end of line
Ctrl	+	Shift	+	End		Select to end of document
F8		Turn on extend-selection mode				

EDITING

Ctrl	+	C	/	X	/	V		Copy / Cut / Paste
Ctrl	+	Z	/	Y	 Undo / Redo			
F4							Repeat the last action	
Ctrl	+	Backspace					Delete the previous word	
Ctrl	+	Shift	+	C	/	V		Copy / paste formatting

FORMATTING

Ctrl	+	B	/	I	/	U		Bold / Italic / Underline
Ctrl	+	E	/	L	/	R		Center / Left / Right align
Ctrl	+	J						Justify text
Ctrl	+	Shift	+	>	/	<		Grow / shrink the font
Ctrl	+	Space						Clear character formatting

STYLES & STRUCTURE

Ctrl	+	Alt	+	1	/	2	/	3	..	Apply Heading 1 / 2 / 3
Ctrl	+	Shift	+	N						Apply the Normal style
Ctrl	+	Enter						Insert a page break		
Ctrl	+	S						Save		
F7						Spelling & grammar check				