

**COMMON SHORTCUTS FOR WORD****TROUBLESHOOTING**

Ctrl+Z	Undo an action
Ctrl+Y	Redo an action
Insert	If your cursor overtypes other text press the insert key
F1	Open Help
Ctrl+Alt+Delete (for Windows)	If a program stops responding this can terminate a task, close the program or computer

NAVIGATING

Ctrl+N	Create a new document
Ctrl+O	Open an existing document
Ctrl+S	Save a document
Ctrl+W	Close a document
Ctrl+P	Print document
Ctrl+F	Search a document
Ctrl+H	Replace text
Ctrl+Left/Right Arrow	Move cursor by one word
Ctrl+Up/Down Arrow	Move cursor by one paragraph
Home/End	Move to the beginning or end of the line
Page Up/Page Down	Move up or down one screen

SELECTING

Shift+Arrows	Extend your selection by one character to the left or right
Shift+Home	Extend your selection to the beginning of the line
Shift+End	Extend your selection to the end of the line
Ctrl+A	Select entire document

EDITING

Ctrl+Delete	Deletes one word to the right
Ctrl+Backspace	Deletes one word to the left
Ctrl+C	Copy text
Ctrl+X	Cut text
Ctrl+V	Paste text
F7	Check spelling and grammar
Win+prt sc OR prt sc	Takes a screenshot

FORMATTING

Ctrl+D	Change font
Ctrl+B	Apply bold text
Ctrl+I	Apply italics text
Ctrl+U	Apply underlined text
Shift+F3	Switch letters between lower case, capital letter or full capitals
Ctrl+E	Center a paragraph
Ctrl+L	Align paragraph left
Ctrl+R	Align paragraph right
Ctrl+J	Justify paragraph
Ctrl+1	Set single spacing
Ctrl+2	Set double spacing
Ctrl+5	Set 1.5 spacing

INSERTING

Shift+Enter	Insert a line break
Ctrl+Enter	Insert a page break
Ctrl+Shift+Enter	Insert a column break
Ctrl+Alt+Hyphen (–)	Insert an em-dash
Ctrl+Shift+L	Insert a bullet point
Ctrl+K	Insert a hyperlink