

KEYBOARD SHORT CUTS IN MS WORD

CTRL + A	: Select All
CTRL + B	: Bold
CTRL + C	: Copy
CTRL + D	: Font
CTRL + E	: Centre Alignment
CTRL + F	: Find
CTRL + G or CTRL + F5	: Go to
CTRL + H	: Replace (with)
CTRL + I	: Italics
CTRL + J	: Justify Alignment
CTRL + K	: Insert Hyperlink
CTRL + L	: Left Alignment
CTRL + M	: Adjust Indent
CTRL + N	: New (document)
CTRL + O	: Open (document)
CTRL + P	: Print (document)
CTRL + Q	: Remove Paragraph Formatting
CTRL + R	: Right Alignment
CTRL + S	: Save (document)
CTRL + T	: Hanging Indent
CTRL + U	: Underline
CTRL + V	: Paste
CTRL + W or CTRL+F4	: Close (document)
CTRL + X	: Cut
CTRL + Y	: Redo (last undone action)
CTRL + Z	: Undo (last action)