# Microsoft Word Microsft Word Icon

# Keyboard Shortcuts

Below are the most frequently used Keyboard shortcuts for Word. To find out more shortcuts for specific actions click [word keyboard shortcuts](https://support.microsoft.com/en-us/office/keyboard-shortcuts-in-word-95ef89dd-7142-4b50-afb2-f762f663ceb2)

## Frequently used shortcuts

|  |  |
| --- | --- |
| **Action** | **Keyboard Shortcut** |
| Open a document | Ctrl+O |
| Create a new document | Ctrl+N |
| Save the document | Ctrl+S |
| Close the document | Ctrl+W |
| Cut the selected content to the Clipboard | Ctrl+X |
| Copy the selected content to the Clipboard | Ctrl+C |
| Paste the contents of the Clipboard | Ctrl+V |
| Select all document content | Ctrl+A |
| Apply bold formatting to text | Ctrl+B |
| Apply italic formatting to text | Ctrl+I |
| Apply underline formatting to text | Ctrl+U |
| Decrease the font size by 1 point | Ctrl+[ |
| Increase the font size by 1 point | Ctrl+] |
| Center the text | Ctrl+E |
| Align the text to the left | Ctrl+L |
| Align the text to the right | Ctrl+R |
| Cancel a command | Esc |
| Undo the previous action | Ctrl+Z |
| Redo the previous action, if possible | Ctrl+Y |
| Adjust the zoom magnification | Alt+W, Q, then tab in Zoom dialog box to the value you want. |
| Split the document window | Ctrl+Alt+S |
| Remove the document window split | Alt+Shift+C or Ctrl+Alt+S |

## **Index**

Most keyboard shortcuts use a combination of keys to achieve the task. In each table we have included the keyboard shortcuts for the most relevant keyboard layout. Below is an index of the alternative keys between Apple and windows keyboards.

|  |  |
| --- | --- |
| **Apple/Mac Key** | **Windows Key** |
| Control | Ctrl |
| Option option key | Alt |
| Command (cloverleaf) **⌘** | Windows windows |
| Delete | Backspace |
| Return | Enter |

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