

To do this	Press
New Document	CTRL+N
Open Document	CTRL+O
Close Document	CTRL+W
Bold	CTRL+B
Underline	CTRL+U
Italicize	CTRL+I
Double Line paragraph	CTRL+2
One and a half Line paragraph	CTRL+5
Single Line paragraph	CTRL+1
Decrease font size	CTRL+SHIFT+<
Increase font size	CTRL+SHIFT+>
Change case	SHIFT+F3
Copy	CTRL+C
Cut	CTRL+X
Paste	CTRL+V
Delete a word	CTRL+DELETE
Find and replace	CTRL+F
Go to page, section, line, etc.	CTRL+G
Go to the beginning of the document	CTRL+HOME
Go to the end of the document	CTRL+END
Select to the beginning of the document	CTRL+SHIFT+HOME
Select to the end of the document	CTRL+SHIFT+END
Insert a hyperlink	CTRL+K
Open the thesaurus	SHIFT+F7
Print	CTRL+P
Repeat your last action	F4 or CTRL+Y
Undo	CTRL+Z
Save	CTRL+S
Select all	CTRL+A
Switch between Word documents	CTRL+F6
Justify Text	CTRL+J
Left Align Text	CTRL+L
Right Align Text	CTRL+R
Indent a Paragraph	CTRL+M
Select a Word	DOUBLE CLICK THE WORD