

Microsoft Word Key Commands

These keyboard commands can also be used in most other programs.

Time Saving Key Commands	
Ctrl* + S	= Saves the document
Ctrl + C	= Copies item(s) highlighted
Ctrl + X	= Cuts item(s) highlighted
Ctrl + V	= Pastes item(s) previously cut or copied
Ctrl + Z	= “Undo” command: removes formats/actions previously typed
Ctrl + Y	= Repeats last action/format
Ctrl + P	= Brings up the “Print” dialogue box
Ctrl + F	= Opens up “Find/Replace/Go to” dialogue box
F7 Key	= Brings up “Spell Checker” dialogue box
Ctrl + N	= Open new blank document
Ctrl + A	= Select All
Ctrl + B	= Bold (highlighted or from this point on...)
Ctrl + F	= Find dialog appears. Use to search for words, to replace words, etc.
F1 Key	= Microsoft Word Help

***For Macs:** “Ctrl” = “Command/Apple” Key