



Most Frequently Used Word Shortcuts

PC Edition

If you've found yourself trawling through the ribbon to find the right function or tool in Microsoft Word, then there's probably a quicker way to achieve what you want.

This quicker way is normally a shortcut. According to Microsoft, these are the most frequently used ones in MS Word. Master this one page and take that time back!

| | | | |
|--|---|---------------------------------------|--|
| Open a document |  +  | Decrease the font size by 1 point |  +  |
| Create a new document. |  +  | Increase the font size by 1 point |  +  |
| Save the document |  +  | Center the text |  |
| Close the document |  +  | Align the text to the left |  |
| Cut the selected content to the Clipboard. |  +  | Align the text to the right |  |
| Copy the selected content to the Clipboard |  +  | Cancel a command |  |
| Paste the contents of the Clipboard |  +  | Undo the previous action |  +  |
| Select all document content |  +  | Redo the previous action, if possible |  +  |
| Apply bold formatting to text |  +  | Adjust the zoom magnification |  +  ,  then tab in Zoom dialog box to the value you want. |
| Apply italic formatting to text |  +  | Split the document window |  +  +  |
| Apply underline formatting to text |  +  | Remove the document window split |  +  +  |
| | | |  +  +  |

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The full Microsoft list can be found here:

<https://support.office.com/en-gb/article/keyboard-shortcuts-in-word-95ef89dd-7142-4b50-afb2-f762f663ceb2>