

## SHORTCUT KEYS – MS WORD

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### Microsoft Word Shortcut Keys

Shortcut Keys	Functions
Ctrl + 1	Sets single line spacing.
Ctrl + 2	Sets double line spacing.
Ctrl + 5	Sets line spacing to 1.5.
Ctrl + A	Selects All /whole document.
Ctrl + B	Makes selected text Bold.
Ctrl + C	Copies a selection to the Clipboard.
Ctrl + D	Font Options
Ctrl + E	Aligns text center.
Ctrl + F	Finds text
Ctrl + I	Italic selected text.
Ctrl + J	Justify text.
Ctrl + K	Make Hyperlink
Ctrl + L	Aligns text left.
Ctrl + M	Increase Indent Margin
Ctrl + N	Creates a new document.
Ctrl + O	Opens an existing document.
Ctrl + P	Prints a document.
Ctrl + Q	Remove Indent Margin/Paragraph format