MS-WORD SHORTCUT KEYS

Ctrl + A:-   Select all contents of the page.

Ctrl + B:-   Bold highlighted selection.

Ctrl + C:-   Copy selected text.

Ctrl+D:-   Change font face

Ctrl + E:-   Aligns the line or selected text to the center of the screen.

Ctrl + F:-   Open find box.

Ctrl+G:-   Go to line, Page & particular area

Ctrl+H:-   Repalce word

Ctrl + I:-   Italic highlighted selection.

Ctrl+J:-   Justified

Ctrl + K:-   Insert link.

Ctrl + L :-   Aligns the line or selected text to the left of the screen.

Ctrl + M:-   Indent the paragraph.

Ctrl+N:-   New page.

Ctrl + P:-   Open the print window.

Ctrl+Q:-   Reset the Paragraph.

Ctrl + R:-   Aligns the line or selected text to the right of the screen.

Ctrl+S:-   Save .

Ctrl+Shift+>:-   increase font size one preset size at a time.

Ctrl+Shift+<:-   Decrease font size one preset size at a time.

Ctrl+Shift+A:-   Formats all letters as uppercase

Ctrl+T:-   Hanging line Indent move in right side according default tab position.

Ctrl + U:-   Underline highlighted selection.

Ctrl + V:-   Paste.

Ctrl+W:-   Close the Document window.

Ctrl + X:-   Cut selected text.

Ctrl + Y:-   Redo the last action performed.

Ctrl + Z :-   Undo last action.

Ctrl +]:-   Increase selected font +1pts.

Ctrl + [:-   Decrease selected font -1pts.

Ctrl + 1:-   Single-space lines.

Ctrl + 2:-   Double-space lines.

Ctrl + 5:-   1.5-line spacing.

Ctrl+F1:-   Show or hide the menu bar.

Ctrl+F2:-   Print preview.

Ctrl+F4:-   Close the Document window.

Ctrl+F9:-   Symbol.

Ctrl+F10:-   Window position convert restore & maximize position.

Ctrl+12:-   Open existing file.

Ctrl+Shift+C:-   Copy format of content.

Ctrl+Shift+D:-   Double under line.

Ctrl+Shift+E:-   Track change protection

Ctrl+Shift+F:-   Change the font face of content.

Ctrl+Shift+G:-   Show the all property of documents.

Ctrl+Shift+H:-   Hide the select contents in documents.

Ctrl+Shift+J:-   All paragraph set according to right indent.

Ctrl+Shift+K:-   Small capslock position.

Ctrl+Shift+L:-   Bullets style apply on select contents

 Ctrl+Shift+M:-   left line indent matter reverse move in left side.

Ctrl+Shift+N:-   Complete paragraph setting convert in nomal default position.

Ctrl+Shift+O:-   Suggest other word with similar meaning.

Ctrl+Shift+P:-   Change the size of font.

Ctrl+Shift+Q:-   Write paragraph convert in symbolic language.

Ctrl+Shift+S:-   Change the style of select content.

Ctrl+Shift+T:-   First line Indent matter back move in left align.

Ctrl+Shift+V:-   Copy format paste on other select contents.

Ctrl+Shift+W:-   Word wise underline style apply on select paragraph.