

# PREPSKOOL

Get Prepared For Your Dreams

## COMPUTER CRACKS



**MICROSOFT WORD**

**SHORTCUT KEYS LIST**

## Shortcut

## Description

<b>Ctrl + O</b>	Toggles 6pts of spacing before a paragraph.
<b>Ctrl + A</b>	Select all contents of the page.
<b>Ctrl + B</b>	Bold highlighted selection.
<b>Ctrl + C</b>	Copy selected text.
<b>Ctrl + D</b>	Open the font preferences window.
<b>Ctrl + E</b>	Aligns the line or selected text to the center of the screen.
<b>Ctrl + F</b>	Open find box.
<b>Ctrl + I</b>	Italic highlighted selection.
<b>Ctrl + J</b>	Aligns the selected text or line to justify the screen.
<b>Ctrl + K</b>	Insert a hyperlink.
<b>Ctrl + L</b>	Aligns the line or selected text to the left of the screen.
<b>Ctrl + M</b>	Indent the paragraph.
<b>Ctrl + N</b>	Opens new, blank document window.
<b>Ctrl + O</b>	Opens the dialog box or page for selecting a file to open.
<b>Ctrl + P</b>	Open the print window.
<b>Ctrl + R</b>	Aligns the line or selected text to the right of the screen.
<b>Ctrl + S</b>	Save the open document. Just like Shift + F12.
<b>Ctrl + T</b>	Create a hanging indent.
<b>Ctrl + U</b>	Underline the selected text.
<b>Ctrl + V</b>	Paste.
<b>Ctrl + W</b>	Close the currently open document.
<b>Ctrl + X</b>	Cut selected text.
<b>Ctrl + Y</b>	Redo the last action performed.
<b>Ctrl + Z</b>	Undo last action.
<b>Ctrl + Shift + L</b>	Quickly create a bullet point.



**Ctrl + Shift + F**

**Ctrl + Shift + >**

**Ctrl + ]**

**Ctrl + Shift + <**

**Ctrl + [**

**Ctrl + / + c**

**Ctrl + ' + <char>**

**Ctrl + Shift + \***

**Ctrl + <left arrow>**

**Ctrl + <right arrow>**

**Ctrl + <up arrow>**

**Ctrl + <down arrow>**

**Ctrl + Del**

**Ctrl + Backspace**

**Ctrl + End**

**Ctrl + Home**

**Ctrl + Spacebar**

**Ctrl + 1**

**Ctrl + 2**

**Ctrl + 5**

**Ctrl + Alt + 1**

**Ctrl + Alt + 2**

**Ctrl + Alt + 3**

Change the font.

Increase selected font +1pts up to 12pt and then increase font +2pts.

Increase selected font +1pts.

Decrease selected font -1pts if 12pt or lower; if above 12, decreases font by +2pt.

Decrease selected font -1pts.

Insert a cent sign (¢).

Insert a character with an accent (grave) mark, where <char> is the character you want. For example, if you wanted an accented è you would use Ctrl + ' + e as your shortcut key. To reverse the accent mark, use the opposite accent mark, often on the tilde key.

View or hide non-printing characters.

Moves one word to the left.

Moves one word to the right.

Moves to the beginning of the line or paragraph.

Moves to the end of the paragraph.

Deletes word to right of cursor.

Deletes word to left of cursor.

Moves the cursor to the end of the document.

Moves the cursor to the beginning of the document.

Reset highlighted text to the default font.

Single-space lines.

Double-space lines.

1.5-line spacing.

Changes text to heading 1.

Changes text to heading 2.

Changes text to heading 3.



**Alt + Ctrl + F2**

Open new document.

**Ctrl + F1**

Open the Task Pane.

**Ctrl + F2**

Display the print preview.

**Ctrl + Shift + >**

Increases the selected text size by one.

**Ctrl + Shift + <**

Decreases the selected text size by one.

**Ctrl + Shift + F6**

Switches to another open Microsoft Word document.

**Ctrl + Shift + F12**

Prints the document.

**F1**

Open Help.

**F4**

Repeat the last action performed (Word 2000+)

**F5**

Open the Find, Replace, and Go To window in Microsoft Word.

**F7**

Spellcheck and grammar check selected text or document.

**F12**

Save As.

**Shift + F3**

Change the text in Microsoft Word from uppercase to lowercase or a capital letter at the beginning of every word.

**Shift + F7**

Runs a Thesaurus check on the selected word.

**Shift + F12**

Save the open document. Just like Ctrl + S.

**Shift + Enter**

Create a soft break instead of a new paragraph.

**Shift + Insert**

Paste.

**Shift + Alt + D**

Insert the current date.

**Shift + Alt + T**

Insert the current time.

**Ctrl + Shift + '+'**

Make the selected text <sup>superscript</sup>.

**Ctrl + '='**

Make the selected content <sub>subscript</sub>.



**You can also utilize the mouse to perform some common actions.  
The following section contains examples of mouse shortcuts.**

## **Mouse shortcuts**

## **Description**

**Click, hold, and drag**

Selects text from where you click and hold to the point you drag and let go.

**Double-Click**

If double-clicking a word, selects the complete word.

**Double-Click**

Double-clicking on the left, center, or right of a blank line makes the alignment of the text left, center, or right aligned.

**Double-Click**

Double-clicking anywhere after text on a line will set a tab stop.

**Triple-Click**

Selects the line or paragraph of the text that the mouse triple-clicked on.

**Ctrl + Mouse wheel**

Zooms in and out of document.

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Thank You,

Team Prepskool

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