

Useful Windows Keyboard Shortcuts

The following keyboard shortcuts can be used instead of the mouse to enable functions or carry out actions.

System Key Combinations	
F1	Help
Ctrl + Esc	Open Start menu
Alt + Tab	Switch between open programs
Alt + F4	Quit program, or close the active item if you have more than one program open at a time
Shift + Delete	Delete item permanently
F10	Activate menu bar options
Shift + F10	Opens a shortcut menu for the selected item (the same as right clicking)
Ctrl + D	Minimises all open programs and windows to show desktop

Formatting Your Document	
Ctrl + N	Create a new document
Ctrl + A	Select your document
Ctrl + End	Go to the end of your document
Ctrl + Home	Go to the beginning of the document
Ctrl + W	Close a document
Ctrl + Shift + Spacebar	Create a nonbreaking space
Ctrl + O	Opens the dialogue box that allows you to open up an existing file

Formatting Your Document	
Ctrl + C	Copy your text
Ctrl + V	Paste your text
Ctrl + X	Cut your text
Ctrl + B	Make your text bold
Ctrl + I	Change your text to italics
Ctrl + U	Underline your text
Ctrl +]	Increase your font size by 1 point
Ctrl + [Decrease your font size by 1 point
Ctrl + L	Left align your text
Ctrl + E	Centre align your text
Ctrl + R	Right align your text
Ctrl + J	Justify your text
Ctrl + M	Indent your paragraph from the left
Ctrl + Q	Remove paragraph formatting
Ctrl + T	Create a hanging indent
Ctrl + ↓ (Down arrow)	Moves the insertion point to the beginning of the next paragraph
Ctrl + Spacebar	Remove paragraph or character formatting
Ctrl + Z	Undo your previous action
Ctrl + Backspace	Delete a word to the left

Reviewing, Saving, and Printing Your Document	
Ctrl + Shift + G	Open the Word Count Dialogue box
F7	Spellcheck: Check the document for spelling errors
Shift + F7	Check the thesaurus
Ctrl + P	Print your document
Alt + Ctrl + I	Switch to Print Preview
Ctrl + S	Save your document
F12	Save as