

Microsoft Word keyboard shortcuts

Ctrl+C	Copy
Ctrl+V	Paste
Ctrl+A	Select All
Ctrl+F	Find
Ctrl+H	Replace
Ctrl+G	Go To
Ctrl+X	Cut
Ctrl+Z	Undo Typing (may be used repeatedly to undo many actions)
Ctrl+Y	Repeat Typing (i.e., Redo Typing) (can be used repeatedly to re-do actions)
Ctrl+F2	Print Preview
Ctrl+B	Apply or Remove Bold
Ctrl+I	Apply or Remove Italics
Ctrl+U	Apply or Remove Underline
Ctrl+L	Left Justify Text
Ctrl+R	Right Justify Text
Ctrl+E	Center Text
Ctrl+J	Justify Text
Shift+F5	Return to Last Edit Point (may be used repeatedly)
Shift+F3	Change Text Case
Shift+F4	Repeat Command