

















Shortcut Keys and Buttons

Effect	Button	Keyboard shortcuts
New (located on the File tab)		Ctrl + N
Open (located on the File tab)		Ctrl + O
Save		Ctrl + S
Spelling and Grammar (located on the Review tab)		F7
Undo / Redo (located in Quick Access Toolbar)		Ctrl + Z / Ctrl + Y
Select the whole document		Ctrl + A
Show/Hide non-printing characters		
Insert a page break		Ctrl + Enter
Copy		Ctrl + C
Cut		Ctrl + X
Paste		Ctrl + V
Formatting (located on the Home tab)		
Bold		Ctrl + B
Italic		Ctrl + I
Underline		Ctrl + U
Font size		Ctrl + [decreases font size Ctrl +] increases font size
Numbering		
Bullets		
Text alignment		
Line spacing		
Increase indent		
Decrease indent	