

Top Microsoft Word Keyboard Shortcuts for Beginners

No one can question that Microsoft Word works well but using the popular shortcut keys help you when editing your document. There are well over 100 of these shortcut keys but to save you pulling your hair out trying to remember them all, I have listed the most used ones below. Using them will certainly make producing a Word document much quicker than using the Mouse to do the work.

It is really worth making the time to learn these or the ones you find most useful. I personally always use Ctrl C, V, X, S, B, I, F, & A. It saves me now end of time when working with Word.

It is worth spending a few minutes practicing these Short Cuts on a spare document to get used to using them. You will find a way of reversing your experiments listed below.

1. Ctrl + A – Select All

Using the mouse to select all the content of your document can sometimes be a hassle. Thankfully you can just hold the Ctrl key and press A and you will find that you have all of your text now selected. If you need to cancel the Highlighted text, left click anywhere on the page to de-select it.

2. Shift + Arrow Keys – Highlight word(s)

Holding the Shift key and pressing the arrow keys easily lets you highlight words or text.

3. Ctrl + B – Bold highlighted word(s)

First, highlight a word or text, and then press Ctrl + B.

4. Ctrl + I – Italicise highlighted word(s)

Similar to the bold shortcut, holding Ctrl and press I will allow you to italicise any highlighted word or text.

5. Ctrl + P – Opens the Print Window

When you're satisfied with your document and ready to print, simply use this shortcut to open the Print dialog box.

6. Ctrl + C – Copy highlighted text

Highlight a word or text and press Ctrl + C to copy it to the Clipboard.

7. Ctrl + V – Paste copied text

To paste the copied text into your document, press Ctrl + V.

8. Ctrl + X – Cut copied text

Highlight a word or text and press Ctrl + X. This will cut the copied text from your document and keep it on the Clipboard ready to Paste into another part of your Document.

9. Ctrl + Z – Undo

Each time you need to undo something you have done with a document, just press Ctrl + Z to do so.

10. Ctrl + F – Find

To find a word in your Document, press Ctrl + F. this will open a window that will let you enter a word to search for. If you want to replace it with something else, left click on the Replace tab in this window and enter the word you want to replace. In this Document, you could search for the word 'undo' and replace it with 'go back' It is best to left click on the first word in you Document so the whole of it is searched.

11. Ctrl + S – Save Document

To save a Document you are working on, press Ctrl + S to save it. If it is the first time that you have used this shortcut, a window will open asking you where you want to save it and what name you want to give it. I always add a date to the name as it makes it easier for me to find in the future. I write a lot of articles for magazines etc and I find it easier to find what I need using this method.

12. F7 – Spellcheck

Press the F7 key to do a complete Spell Check on your Document.

13. Putting a Straight Line across a page.

If you want to put a line across a page easily, move to where you want the line and then press the – (minus key) 3 times and then press the Return Key. You can also use the = (Equals Key) if you want a Double Line or the _ (Underscore Key) if you want a bold line.

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11-10-14