



Keyboard Shortcuts: Word

CTRL + A Select all
CTRL + B Bold
CTRL + C Copy
CTRL + V Paste
CTRL + D Displays the font dialogue box
CTRL + E Center

alignment

CTRL + F Displays the find dialog box, to search the current document
CTRL + G Displays the go to dialog box, to go to a specific location in the current document
CTRL + H Displays the replace dialogue box
CTRL + I Italic
CTRL + J Full justification
CTRL + K Create hyperlink
CTRL + L Left alignment
CTRL + N Creates a new document
CTRL + O Displays the open file dialogue box
CTRL + P Print
CTRL + R Right alignment
CTRL + S Displays the save dialog box
CTRL + U Underline
CTRL + V Paste
CTRL + X Cuts
CTRL + Y Redo the last undone action
CTRL + Z Undoes the last action
CTRL + ENTER Insert page break
CTRL + F2 Show print preview
CTRL + F4 Closes the active document window
CTRL + F6 Opens the next document window
SHIFT + F3 Change case

CTRL +], **CTRL + [** Grow or shrink font one point
CTRL + SHIFT + END End of document
CTRL + END End of document
END End of line
SHIFT + END End of row
ALT + END End of row
ALT + SHIFT + END End of window
ALT + CTRL + 1, 2, 3 Apply heading 1, 2, 3
CTRL + SHIFT + A All caps

NAVIGATING A TABLE

TAB Move to next cell in a row
SHIFT + TAB Move to previous cell in a row
ALT + HOME Move to first cell in a row
ALT + END Move to last cell in a row
ALT + PAGE UP Move to first cell in a column
ALT + PAGE DOWN Move to last cell in a column
UP ARROW Move to previous row
DOWN ARROW Move to next row



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