

WORD SHORTCUTS

People who use the computer a lot often prefer to use keyboard shortcuts rather than the mouse. Here are keyboard shortcuts that combine the Control key with all the letters of the alphabet.

Control+A	= All – select All the text in the current file
Control+B	= Bold – make the next or selected text bold
Control+C	= Copy – the highlighted text to be Pasted elsewhere
Control+D	= Font – change the font settings (Font dialog box appears)
Control+E	= Centre the paragraph
Control+F	= Find (Find and Replace dialog box appears, open at the Find tab)
Control+G	= Go to (Find and Replace dialog box appears, open at the Go To tab)
Control+H	= Replace (Find and Replace dialog box appears, open at the Replace tab)
Control+I	= Italics – make the next or selected text italic
Control+J	= Justify the paragraph
Control+K	= Insert a hyperlink (Insert Hyperlink dialog box appears)
Control+L	= Left justify the paragraph
Control+M	= Indent the paragraph
Control+N	= New – open a new document
Control+O	= Open a file (Open dialog box appears)
Control+P	= Print (Print dialog box appears)
Control+Q	= Restore default paragraph settings
Control+R	= Right justify the paragraph
Control+S	= Save the file
Control+T	= Apply a hanging indent to the paragraph
Control+U	= Underline – make the next or selected text underlined
Control+V	= Paste – at the cursor, insert the text that you have just Copied

Control+W = **Save** the file (This is a universal command, not just MSWord.)

Control+X = **Cut** – remove the highlighted text. Can be Pasted elsewhere.

Control+Y = **Redo** the last action

Control+Z = **Undo** the last action

Control+spacebar = Restore default paragraph font.

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