

Word 2013 Shortcuts

Shortcut	Purpose
Ctrl + Home	Jump to the top of the document
Ctrl + End	Jump to the bottom of the document
Ctrl + right arrow	Jump to the next word
Ctrl + left arrow	Jump to the previous word
Ctrl + down arrow	Jump to the next paragraph
Ctrl + up arrow	Jump to the previous paragraph
Home	Jump to the start of the line
End	Jump to the end of the line
Ctrl + c	Copy selected text/object
Ctrl + v	Paste the copied text/object
Ctrl + x	Cut selected text/object
Ctrl + w	Close the document
Ctrl + z	Undo the last operation
Ctrl + y	Redo the last operation
Ctrl + s	Save the document
F12	Save as
Ctrl + n	Create a new document
Ctrl + o	Open a document
Ctrl + p	Print the document
Alt	Display access keys
Ctrl + f	Find
Alt + tab	Alternate between open windows
Shift + left arrow	Select or unselect one character to the left.
Shift + right arrow	Select or unselect one character to the right.
Ctrl + shift + left arrow	Select or unselect one word to the left
Ctrl + shift + right arrow	Select or unselect one word to the right
Shift + end	Select from the cursor to the end of the entry
Shift + home	Select from the cursor to the beginning of the entry
Ctrl + b	Make selected text bold
Ctrl + u	Underline selected text
Ctrl + shift + w	Underline selected words but not spaces
Ctrl + shift + d	Double-underline text
Ctrl + i	Make selected text italic
Ctrl + shift + <	Decrease the font size of the selected text by one value
Ctrl + shift + >	Increase the font size of the selected text by one value
Ctrl + g	Go to a page, bookmark, footnote, table, comment, graphic, or other location
Alt + ctrl + m	Insert a comment
Ctrl + delete	Delete one word to the right
Ctrl + backspace	Delete one word to the left
Shift + enter	Insert a line breaks
Ctrl + enter	Insert a page break
Alt + ctrl + c	Insert a copyright symbol
Alt + ctrl + t	Insert a trademark symbol

In a table: tab	To jump to the next cell in the table
In a table: shift + tab	To jump to the previous cell in the table
Ctrl + shift + c	Copy formatting from text
Ctrl + shift + v	Apply copied formatting to text
F1	Display help