## Word for PC Keyboard Shortcuts

- **CTRL + A** Selects all in the current document
- **CTRL + B** Bold text
- **CTRL + C** Copies the item or text to the Clipboard
- **CTRL + V** Pastes the item from the Clipboard
- **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 text
- **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** Displays the Print dialog box
- **CTRL + R** Right Alignment
- **CTRL + S** Displays the Save dialog box
- **CTRL + U** Underline text

- **CTRL + V** Pastes the copied item or text from the Clipboard into the current position in the document
- **CTRL + X** Cuts the item or text selected to the Clipboard
- **CTRL + Y** Redo the last undone action
- **CTRL + Z** Undo 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+] CRTL +[** Grow or Shrink Font One Point
- **CTRL+SHIFT+END** End of Doc
- **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 Heading1,2,3
- **CTRL+SHIFT+A** All Caps