

Microsoft Word Shortcut keys

Shortcut	Description
Ctrl+A	Page की सभी contents का Select करें.
Ctrl+B	Selected text को Bold करें.
Ctrl+C	Copy
Ctrl+D	Font setting बदलने के लिये.
Ctrl+E	Text को center में Align करें.
Ctrl+F	Open Find box.
Ctrl+G	सीधे किसी page या line पर पहुँचने के लिये.
Ctrl+H	किसी word को Replace करने के लिये.
Ctrl+I	Selected text को Italic करें.
Ctrl+J	Paragraph को justify करने के लिये.
Ctrl+K	Hyperlink insert करें.
Ctrl+L	Text को Left में Align करें.
Ctrl+M	Indent (left) the paragraph.
Ctrl+N	Create a new document
Ctrl+O	Open
Ctrl+P	Print window open करने के लिये.

Ctrl+Q	Indent समाप्त करने के लिये
Ctrl+R	Text को Right में Align करें.
Ctrl+S	Save
Ctrl+T	Create a hanging indent.
Ctrl+U	Selected text को Underline करें.
Ctrl+V	Paste
Ctrl+W	Close
Ctrl+X	Cut
Ctrl+Y	Redo
Ctrl+Z	Undo
Ctrl+Shift+L	Create a bullet point.
Ctrl+Shift+F	Change the font. (Ctrl+D)
Ctrl+Shift+>	Font size बढ़ाएं +1pts up to 12pt and then +2pts.
Ctrl+]	Font size बढ़ाने के लिये +1pts.
Ctrl+Shift+<	Font size घटाएं -1pts.
Ctrl+[	Font size घटाने के लिये -1pts.
Ctrl+/+c	Insert a cent sign (¢).
Ctrl + =	Subscript
Ctrl + Shift ++	Superscript

Alt+H	Home
Alt+N	Insert
Alt+P	Page Layout
Alt+S	References
Alt+M	Mailings
Alt+R	Review
Alt+W	View

MS Word Shortcut to move in a document

Shortcut	Description
Arrow Left	One character to the left
Arrow Right	One character to the right
Ctrl+Arrow Left	One word to the left
Ctrl+Arrow Right	One word to the right
Ctrl+Arrow Up	One paragraph up
Ctrl+Arrow Down	One paragraph down
Shift+Tab	One cell to the left (in a table)
Tab	One cell to the right (in a table)

Arrow Up	Up one line
Arrow Down	Down one line
End	To the end of a line
Home	To the beginning of a line
Alt+Ctrl+Page Up	To the top of the window
Alt+Ctrl+Page Down	To the end of the window
Page Up	Up one screen (scrolling)
Page Down	Down one screen (scrolling)
Ctrl+Page Down	To the top of the next page
Ctrl+Page Up	To the top of the previous page
Ctrl+End	To the end of a document
Ctrl+Home	To the beginning of a document
Shift+F5	To a previous revision

Other Keyboard Shortcut

Keys	Description
Ctrl+1	Single-space lines.
Ctrl+2	Double-space lines.

Ctrl+5	1.5-line spacing.
Ctrl+Enter	Insert a page break
Ctrl+Alt+1	Selected text को heading 1.
Ctrl+Alt+2	Selected text को heading 2.
Ctrl+Alt+3	Selected text को heading 3.
Alt+Ctrl+F2	Open a new document.
Ctrl+F2	Display the print preview.
Ctrl+Shift+F12	Prints the document.
Alt+Ctrl+S	Split the window
F1	Open help.
F5	Open the <i>Find, Replace, and Go To</i> window in Microsoft Word.
F7	Selected text Spelling और grammar check करने के लिए.
F12	Save As.
Shift+F3	हर word की शुरुआत में capital letter के लिए.
Shift+F7	Runs a Thesaurus check on the selected word.
Shift+F12	Document को Save करें.
Shift+Alt+D	Insert the current date.
Shift+Alt+T	Insert the current time.