




Word Keyboard Shortcuts

Everyone Learns

Name	Description	Shortcut
Single Click	A single click places within a document places the insertion point (cursor) in a paragraph allowing editing and adding text. It also allows you to	1 x Left Click
Double Click	Double clicking on a single word/data will select just that word.	2 X Left Click
Triple Click	A triple click on a paragraph will select just that paragraph.	3 X Left Click
Select All	Select the entire document.	CTRL + A
Cut	Cut the selection using only the keyboard	CTRL + X
Copy	Copy the selection using only the keyboard	CTRL + C
Paste	Paste the selection using only the keyboard	CTRL + V
Find	Open the find	CTRL + F
Select one word to the right	Select one word at a time. Also work with the up, left and down arrow.	CTRL + Shift + →
Go to the End of the document	Jump right to the end of a document	CTRL + END
Go to the Beginning of the document	Jump right to the beginning of a document	CTRL + HOME
Go to the Beginning of the text line	Jump to the beginning of the line	Home
Go to the End of the text line	Jump to the end of a line	End
Bold, Italic and Underline	Basic formatting of selected text right from the keyboard	CTRL + B CTRL + I CTRL + U
Navigate Table	Go from cell to cell in a table. Try adding in the SHIFT key to go backwards through a table	TAB SHIFT + TAB

Name	Description	Shortcut
Repeat the last function again	Repeat the last function/tool again. Save time from returning to the menu repeat.	F4
Switching Between Programs	This is handy if to jump between programs such a webpage and Excel. The Windows key shortcut works on most Windows 7 computers.	Alt + Tab  + Tab
Zoom	A keyboard/mouse shortcut that works in most programs	CTRL + Scroll Wheel