

## KEYSTROKES AND SHORTCUTS for MS Word XP/2003 and 2007

[Ctrl] 1	Single Space	<b>Office 2003 Menus:</b>	
[Ctrl] 2	Double Space	or click Format, Paragraph, Line Spacing	
[Ctrl] 5	1.5 Space		
[Ctrl] A *	Select All (to change font...)	or click Edit, Select All	or [Alt] E, Select All
[Ctrl] B	<b>Bold</b>	or Format, Font, Bold	
[Ctrl] C *	Copy highlighted text to Clipboard	or click Edit, Copy	or [Alt] E, Copy
[Ctrl] F *	<b>Find</b>	or click Edit, Find	or [Alt] E, Find
[Ctrl] I	<i>Italic</i>	or Format, Font, Italic	
[Ctrl] J	Full <b>Justify</b>	[Ctrl] L: Left Justify	or [Ctrl] R: Right
[Ctrl] N	Start a <b>New</b> document	or click File, New	or [Alt] F, New
[Ctrl] O	<b>Open</b> an Old document	or click File, Open	or [Alt] F, Open
[Ctrl] P	<b>Print</b>	or click File, Print	or [Alt] F, Print
[Ctrl] S	<b>Save</b>	or click File, Save	or [Alt] F, Save
[Ctrl] T	Hanging Indented (Tab)	(Shift [Ctrl] T to undo)	
[Ctrl] U	<u>Underline</u>	or Format, Font, Underline	
[Ctrl] V *	Paste, Ex: <i>one two</i> <sup>three</sup> <b>V</b> <i>two four</i>	or click <u>E</u> dit, Paste	or [Alt] E, Paste
[Ctrl] X	Cut highlighted text to Clipboard	or press the Delete key	
[Ctrl] Z *	Undo Last	or click Edit, Undo	or [Alt] E, Undo
[Ctrl] [Home]	Go to top of document	Home – Go to beginning of Line	
*			
[Ctrl] [End] *	Go to end of document	End – Go to End of Line	
[Ctrl] [Enter]	Page Break	or click Insert, Break	or [Alt] I, Break
[F1]	Help		

## KEYSTROKES AND SHORTCUTS for Microsoft Windows

Many of the Microsoft Office shortcuts above, such as [Ctrl] A, [Ctrl] C, [Ctrl] X, [Ctrl] F, [Ctrl] Z also work in Windows

Below are a few addition keystrokes that work with the Windows Key (it is on the left between the [Ctrl] and the [Alt] key)

[Windows] + E	Quickly open the Windows <b>E</b> xplorer
[Windows] + F	Quickly <b>F</b> ind a file
[Windows] + M	Quickly <b>M</b> inimize all open Windows and show the Desktop. Or try [Windows] + <b>D</b> to show Desktop
[Windows] + L	Quickly <b>L</b> og Off Windows without having to completely shutdown
[Windows] + R	Open the <b>R</b> un Dialog
[Windows] + [Tab]	Bring up Flip 3D in Windows Vista (you need a good graphics card)