



# First Choice Business Support

MS WORD POPULAR KEYBOARD SHORTCUTS			
New Document	<b>CTRL+N</b>	Insert Date	<b>ALT+SHIFT+D</b>
Open Document	<b>CTRL+O</b>	Copyright Symbol	<b>ALT+CTRL+C</b>
Close Document	<b>CTRL+W</b>	Registered trademark	<b>ALT+CTRL+R</b>
Bold	<b>CTRL+B</b>	Trademark Symbol	<b>ALT+CTRL+T</b>
Underline	<b>CTRL+U</b>	Move Paragraph Up	<b>ALT+SHIFT+↓</b>
Italicize	<b>CTRL+I</b>	Move Paragraph Down	<b>ALT+SHIFT+↑</b>
Double Line spacing	<b>CTRL+2</b>	Select a Word	<b>DOUBLE CLICK</b>
One and a half Line spacing	<b>CTRL+5</b>	Double Underline	<b>CTRL+D</b>
Single Line spacing	<b>CTRL+1</b>	Increase Font Size	<b>CTRL+ ]</b>
Decrease font size	<b>CTRL+SHIFT+&lt;</b>	Decrease Font Size	<b>CTRL+ [</b>
Increase font size	<b>CTRL+SHIFT+&gt;</b>	Go to start of the line	<b>HOME</b>
Change case	<b>SHIFT+F3</b>	Go to end of the line	<b>END</b>
Copy	<b>CTRL+C</b>		
Cut	<b>CTRL+X</b>		
Paste	<b>CTRL+V</b>		
Delete a word	<b>CTRL+DELETE</b>		
Find and replace	<b>CTRL+F</b>		
Go to page, section, line, etc.	<b>CTRL+G</b>		
Go to the beginning of the document	<b>CTRL+HOME</b>		
Go to the end of the document	<b>CTRL+END</b>		
Select to the beginning of the document	<b>CTRL+SHIFT+HOME</b>		
Select to end of the document	<b>CTRL+SHIFT+END</b>		
Insert a hyperlink	<b>CTRL+K</b>		
Open the thesaurus	<b>SHIFT+F7</b>		
Print	<b>CTRL+P</b>		
Repeat your last action	<b>F4 or CTRL+Y</b>		
Undo	<b>CTRL+Z</b>		
Save	<b>CTRL+S</b>		
Select all	<b>CTRL+A</b>		
Justify Text	<b>CTRL+J</b>		
Left Align Text	<b>CTRL+L</b>		
Right Align Text	<b>CTRL+R</b>		
Indent a Paragraph	<b>CTRL+M</b>		