

Essential Shortcut Keys

in MS Word 2021

Master Keyboard Shortcuts to Work Faster



File & Document Shortcuts

Shortcut	Action	Notes
Ctrl + N	New Document	Opens a new blank document
Ctrl + O	Open Document	Opens the Open dialog / Recent files
Ctrl + S	Save	Saves; first-time save opens Save As dialog
F12	Save As	Opens Save As: rename, relocate or change format
Ctrl + W	Close Document	Closes current doc (prompts to save if unsaved)
Ctrl + P	Print / Print Preview	File → Print backstage with live preview
Ctrl + Z	Undo	Reverses the last action — can undo multiple times
Ctrl + Y	Redo / Repeat	Re-applies last undone action or repeats last command
Alt + F4	Exit Word	Closes Microsoft Word entirely



Text Formatting Shortcuts

Ctrl + B

Bold

Ctrl + I

Italic

Ctrl + U

Underline

Ctrl + D

Font dialog box

Ctrl+Shift + +

Superscript

Ctrl + =

Subscript

Ctrl+Shift + A

ALL CAPS toggle

Ctrl + Space

Clear character formatting

Ctrl+Shift + K

Small Caps toggle

Ctrl + L

Align Left

Ctrl + E

Centre

Ctrl + R

Align Right

Ctrl + J

Justify

Ctrl + 1

Single line spacing

Ctrl + 2

Double line spacing

Ctrl + 5

1.5 line spacing

Ctrl + M

Increase left indent

Ctrl+Shift + M

Decrease left indent



Editing, Selection & Navigation Shortcuts

Shortcut	Action
Ctrl + A	Select All text in the document
Ctrl + C	Copy selected text / object to clipboard
Ctrl + X	Cut selected text / object (remove and copy to clipboard)
Ctrl + V	Paste clipboard contents at cursor position
Ctrl + F	Find — opens Navigation Pane to search for text
Ctrl + H	Find & Replace — find and swap text across the document
Ctrl + G	Go To — jump to specific page, line or bookmark
Ctrl + Home	Move cursor to the very beginning of the document
Ctrl + End	Move cursor to the very end of the document
Ctrl + Backspace	Delete the entire word to the LEFT of the cursor
Ctrl + Delete	Delete the entire word to the RIGHT of the cursor
Shift + F7	Thesaurus — find synonyms for the selected word
F7	Spelling & Grammar Check
Ctrl + K	Insert Hyperlink



Quick Reference — Shortcut Key Card

File	Format	Align	Edit
Ctrl+N New	Ctrl+B Bold	Ctrl+L Left	Ctrl+A Select All
Ctrl+O Open	Ctrl+I Italic	Ctrl+E Centre	Ctrl+C Copy
Ctrl+S Save	Ctrl+U Underline	Ctrl+R Right	Ctrl+X Cut
F12 Save As	Ctrl+D Font Dialog	Ctrl+J Justify	Ctrl+V Paste
Ctrl+P Print	Ctrl+= Subscript	Ctrl+1 Single	Ctrl+F Find
Ctrl+Z Undo	Ctrl+Shift++ Super	Ctrl+2 Double	Ctrl+H Replace
Ctrl+Y Redo			



Key Takeaways — Shortcut Keys



File Shortcuts

+



Format Shortcuts

=



Edit Shortcuts

Quick Recap

- File: Ctrl+N (New) · Ctrl+O (Open) · Ctrl+S (Save) · F12 (Save As) · Ctrl+P (Print)
- Format: Ctrl+B (Bold) · Ctrl+I (Italic) · Ctrl+U (Underline) · Ctrl+D (Font Dialog)
- Align: Ctrl+L (Left) · Ctrl+E (Centre) · Ctrl+R (Right) · Ctrl+J (Justify)
- Edit: Ctrl+A (Select All) · Ctrl+C (Copy) · Ctrl+X (Cut) · Ctrl+V (Paste)
- Proof: F7 (Spell Check) · Shift+F7 (Thesaurus) · Ctrl+F (Find) · Ctrl+H (Replace)