

Common Microsoft Word 2007 keyboard shortcuts

Shortcut	Function
[Ctrl][1]	Single-space lines.
[Ctrl][2]	Double-space lines.
[Ctrl][5]	Set 1.5 line spacing.
[Ctrl][A]	Select all of the information in the document.
[Ctrl][B]	Apply bold formatting to the selected text.
[Ctrl][C]	Copy the selected information to the clipboard.
[Ctrl][E]	Center a paragraph.
[Ctrl][F]	Open the Find dialog box.
[Ctrl][I]	Apply italic formatting to the selected text.
[Ctrl][J]	Justify a paragraph.
[Ctrl][L]	Left-align a paragraph.
[Ctrl][N]	Create a new document.
[Ctrl][O]	Open a document.
[Ctrl][P]	Print the current document.
[Ctrl][R]	Right-align a paragraph.
[Ctrl][S]	Save a document.
[Ctrl][U]	Apply underline formatting to the selected text.
[Ctrl][V]	Paste clipboard contents into the document.
[Ctrl][W]	Close a document or exit Word if no document is open.
[Ctrl][X]	Cut the selected information from the document.
[Ctrl][Y]	Redo or repeat an action.
[Ctrl][Z]	Undo an action.
[Ctrl][Shift][A]	Format all letters in uppercase.
[Ctrl][Shift][K]	Format all letters in small uppercase.
[Ctrl][Enter]	Insert a page break.
[Ctrl][Shift][Enter]	Insert a column break.
[Ctrl][Shift][E]	Turn revision marks on or off.
[F1]	Open Help.