

WORD KEYBOARD SHORTCUTS

FILE MANAGEMENT

[CTRL] [N]	NEW DOCUMENT
[CTRL] [S]	SAVE DOCUMENT
[F12]	SAVE DOCUMENT AS
[CTRL] [O]	OPEN DOCUMENT
[CTRL] [W] OR [CTRL] [F4]	CLOSE DOCUMENT
[ALT] [F4]	CLOSE WORD APPLICATION

SELECTION

[SHIFT] AND [←] [→] [↑] [↓]	SELECT IN DIRECTION OF ARROW
[SHIFT] [END]	SELECT FROM CURSOR POSITION TO END OF LINE
[SHIFT] [HOME]	SELECT FROM CURSOR POSITION TO BEGINNING OF LINE
[SHIFT] [CTRL] [END]	SELECT FROM CURSOR POSITION TO END OF DOCUMENT
[SHIFT] [CTRL] [HOME]	SELECT FROM CURSOR POSITION TO BEGINNING OF DOCUMENT
[CTRL] [A]	SELECT ENTIRE DOCUMENT

NAVIGATION

[HOME]	START OF LINE
[END]	END OF LINE
[CTRL] [HOME]	TOP OF DOCUMENT
[CTRL] [END]	END OF DOCUMENT
[CTRL] [←] [→]	PREVIOUS WORD, NEXT WORD
[CTRL] [↑] [↓]	PREVIOUS PARAGRAPH, NEXT PARAGRAPH
[CTRL] [G]	GOTO

EDITING	
[CTRL] [C]	COPY SELECTED TEXT
[CTRL] [X]	CUT SELECTED TEXT
[CTRL] [V]	PASTE COPIED OR CUT TEXT
[SHIFT] [ALT] [↓]	MOVE PARAGRAPH DOWN ONE POSITION
[SHIFT] [ALT] [↑]	MOVE PARAGRAPH UP ONE POSITION
[CTRL] [F]	FIND TEXT
[CTRL] [H]	REPLACE TEXT
[SHIFT] [F3]	TOGGLE TEXT CASE
[CTRL] [SHIFT] [*]	SHOW HIDE EDITING SYMBOLS

PARAGRAPH	
[CTRL] [L]	ALIGN PARAGRAPH LEFT
[CTRL] [E]	ALIGN PARAGRAPH CENTRE
[CTRL] [R]	ALIGN PARAGRAPH RIGHT
[CTRL] [J]	JUSTIFY PARAGRAPH
[CTRL] [M]	LEFT INDENT
[CTRL] [SHIFT] [M]	LEFT OUTDENT
[CTRL] [Q]	RESET PARAGRAPH FORMATTING
[CTRL] [T]	HANGING INDENT
[CTRL] [SHIFT] [T]	HANGING OUTDENT

MISCELLANEOUS	
[CTRL] [SHIFT] [G]	WORD COUNT
[CTRL] [K]	INSERT HYPERLINK