

MS Word 2010 Keyboard shortcuts

Common tasks in Microsoft Word

To do this	Press
Create a new document.	CTRL+N
Save a document	CTRL+S
Open a document.	CTRL+O
Close a document.	CTRL+W
Switch to the next window.	ALT+TAB
Switch to previous window.	ALT+SHIFT+TAB
Copy a picture of the screen to the Clipboard.	PRINT SCREEN
Copy a picture of the selected window to the Clipboard	ALT+PRINT SCREEN
Cancel an action.	ESC
Undo the last action.	CTRL+Z
Redo or repeat the last action.	CTRL+Y
Move to the beginning of the entry.	HOME
Move to the end of the entry.	END
Create a nonbreaking hyphen.	CTRL+SHIFT+HYPHE
Make letters bold.	CTRL+B
Make letters italic.	CTRL+I
Make letters underline.	CTRL+U
Remove paragraph or character formatting.	CTRL+SPACEBAR
Copy the selected text or object.	CTRL+C
Cut the selected text or object.	CTRL+X
Paste text or an object.	CTRL+V
Paste formatting only	CTRL+SHIFT+V
Split the document window.	ALT+CTRL+S
Remove the document window split.	ALT+SHIFT+C
Open the Word Count dialog box.	CTRL+SHIFT+C
Open the Navigation task pane (to search document).	CTRL+F
Repeat find (after closing Find and Replace window).	ALT+CTRL+Y
Replace text, specific formatting, and special items.	CTRL+H
Go to a footnote, table, comment, graphic, or other location	CTRL+G
Switch between the last four places that you have edited.	ALT+CTRL+Z

Modified from: <https://support.office.com/en-us/article/Keyboard-shortcuts-for-Microsoft-Word-9a2e0234-e682-49ff-a4aa-999f07b51bf3>

See also: <http://customguide.com/wp-content/themes/customguide/pdf/gr/word-quick-reference-2010.pdf>