Microsoft Word Shortcuts & Tricks

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| Topic | How-To |
| Alphabetizing a List | 1. Highlight the List 2. Home Tab - Click Sort IconSort_16x16 by you. |
| Basic Shortcuts (Not just MSWord) | Cut (Ctrl + X)  Copy (Ctrl + C)  Paste (Ctrl + V)  Undo (Ctrl + Z)  Today’s Date (Shift + Alt + D)  Current Time (Ctrl + Alt + T)  Exit a program Alt + F4  Toggle between programs (Alt + Tab)  Bold (Ctrl + B)  Underline (Ctrl + U)  Print (Ctrl + P)  Zoom screen in (Ctrl + )  Zoom screen out (Ctrl -- )  Highlight URL (Ctrl + L)  Open new tab (Ctrl + T)  Refresh page (Ctrl + R)  Center Align in Word (Ctrl + E)  Left Align in Word (Ctrl + L)  Right Align in Word (Ctrl + R) |
| Customized Bulleted List | 1. Home Tab – Click Bullets Icon http://i.stack.imgur.com/AoybJ.png 2. Click “Define New Bullet” 3. Choose Symbol or Picture 4. Select from options given |
| Create a Hyperlink | 1. Highlight text to link from 2. Click Ctrl + K 3. Click to choose “existing webpage” 4. Type or paste URL into address box |
| Dictionary/Thesaurus Shortcut | Hold down ALT key and click on any word |
| Double and Single Spacing Shortcuts | Double Space (Ctrl + 2)  Single Space (Ctrl + 1) |
| Highlighting | To highlight a single word-double click on word  To highlight a paragraph-triple click on any word |
| Insert Special Characters | Insert Tab – click Symbol |
| Instant Autocorrect | Right click on any word with red underline for suggestion list |
| Columns | Insert a table then turn off borders if desired |
| Apply Style | Ctrl + Shift + S |
| Change to All CAPS | Home Tab – Font expand arrow  Check All Caps box under “Effects” |