Microsoft Word Shortcuts & Tricks

|  |  |
| --- | --- |
|  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 + F4Toggle 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 wordTo 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 arrowCheck All Caps box under “Effects” |