

Microsoft Word Cheat Sheet

Essential Keyboard Shortcuts

Basic Operations

- **Ctrl + N** – New document
- **Ctrl + O** – Open document
- **Ctrl + S** – Save document
- **Ctrl + P** – Print
- **Ctrl + W** – Close document
- **Ctrl + Z** – Undo
- **Ctrl + Y** – Redo

Text Formatting

- **Ctrl + B** – Bold
- **Ctrl + I** – Italic
- **Ctrl + U** – Underline
- **Ctrl + E** – Center align
- **Ctrl + L** – Left align
- **Ctrl + R** – Right align
- **Ctrl + J** – Justify
- **Ctrl +]** – Increase font size
- **Ctrl + [** – Decrease font size

Editing & Navigation

- **Ctrl + A** – Select all
- **Ctrl + C** – Copy
- **Ctrl + X** – Cut
- **Ctrl + V** – Paste
- **Ctrl + F** – Find
- **Ctrl + H** – Find and replace
- **Ctrl + Home** – Go to beginning of document
- **Ctrl + End** – Go to end of document

Paragraph Formatting

- **Ctrl + M** – Indent paragraph
- **Ctrl + Shift + M** – Remove indent
- **Ctrl + 1** – Single line spacing
- **Ctrl + 2** – Double line spacing
- **Ctrl + 5** – 1.5 line spacing

Common Tasks

Creating Lists

- **Bullets:** Home tab → Bullets button, or type * and space
- **Numbering:** Home tab → Numbering button, or type 1. and space

Inserting Elements

- **Page Break:** Ctrl + Enter
- **Line Break:** Shift + Enter
- **Insert Table:** Insert tab → Table
- **Insert Picture:** Insert tab → Pictures
- **Insert Header/Footer:** Insert tab → Header or Footer

Formatting Tools

- **Styles:** Home tab → Styles gallery
- **Format Painter:** Home tab → Format Painter (copy formatting)
- **Clear Formatting:** Ctrl + Spacebar (for text) or Ctrl + Q (for paragraphs)

Document Layout

- **Margins:** Layout tab → Margins
- **Orientation:** Layout tab → Orientation
- **Columns:** Layout tab → Columns
- **Page Numbers:** Insert tab → Page Number

Time-Saving Tips

Quick Access Features

- **Show/Hide Formatting Marks:** Ctrl + Shift + 8 (see spaces, tabs, breaks)
- **Spell Check:** F7
- **Thesaurus:** Shift + F7
- **Word Count:** Review tab → Word Count

Document Views

- **Print Layout:** View tab → Print Layout
- **Read Mode:** View tab → Read Mode
- **Web Layout:** View tab → Web Layout
- **Outline View:** View tab → Outline

Mail Merge (for bulk documents)

- Mailings tab → Start Mail Merge → Letters/Labels/Envelopes
- Useful for creating personalized letters to multiple recipients

Track Changes (for collaboration)

- Review tab → Track Changes
- Accept/Reject changes: Review tab → Accept or Reject

Pro Tips

- **AutoSave:** Turn on in File → Options → Save (for OneDrive/SharePoint files)
- **Templates:** File → New → Search for templates to save time
- **PDF Export:** File → Save As → PDF
- **Comments:** Review tab → New Comment (for feedback)
- **Navigation Pane:** View tab → Navigation Pane (easier document browsing)