Microsoft Word 365
Basic Keyboard List

This document outlines the most commonly used keyboard commands in Word 365.

Navigating Text

Move to next character: RIGHT ARROW
Move to previous character: LEFT ARROW
Move to next word: CTRL and RIGHT ARROW
Move to previous word: CTRL and LEFT ARROW
Move to end of line: ENDE
Move to beginning of line: HOME
Move to next line: DOWN ARROW
Move to previous line: UP ARROW
Move to next paragraph: CTRL and DOWN ARROW
Move to previous paragraph: CTRL and UP ARROW
Move to End of document: CTRL and END
Move to Beginning of document: CTRL and HOME

Selecting Text

Select next character: SHIFT and RIGHT ARROW
Select previous character: SHIFT and LEFT ARROW
Select next word: CTRL and SHIFT and RIGHT ARROW
Select previous word: CTRL and SHIFT and LEFT ARROW
Select to the end of the line: SHIFT and END
Select to the beginning of the line: SHIFT and HOME
Select next line: SHIFT and DOWN ARROW
Select previous line: SHIFT and UP ARROW
Select next paragraph: CTRL and SHIFT and DOWN ARROW
Select previous paragraph: CTRL and SHIFT and UP ARROW
Select to end of document: CTRL and SHIFT and END
Select to beginning of document: CTRL and SHIFT and HOME
Select All: CTRL and A

Formatting Text

Note: It is recommended to first select the text to be formatted.

Bold On/Off: CTRL and B
Underline On/Off: CTRL and U
Italics On/Off: CTRL and I
Left Justified: CTRL and L
Right Justified: CTRL and R
Centred: CTRL and E
Fully Justified: CTRL and J
Single Line Spacing: CTRL and 1
Double Line Spacing: CTRL and 2
1.5 Line Spacing: CTRL and 5
Change Case: SHIFT and F3
Apply Heading 1 Style: CTRL and ALT and 1
Apply Heading 2 Style: CTRL and ALT and 2
Apply Heading 3 Style: CTRL and ALT and 3
Apply List Bullet Style: CTRL and SHIFT and L
Apply Normal Style: CTRL and SHIFT and N

Displaying Dialog Boxes

Open dialog box: CTRL and F12
Save As Dialog box: F12
Print Dialog Box: CTRL and P
Font Dialog box: CTRL and D
Find Dialog Box: CTRL and F
Replace Dialog Box: CTRL and H
Go To Dialog Box: CTRL and G
Page Setup Dialog Box: ALT followed by P then S then P
Borders and Shading Dialog Box: ALT followed by H then B then O
Paragraphs Dialog Box: ALT followed by H then P then G
Insert Picture Dialog Box: ALT followed by N then P then P
Insert Table Dialog Box: ALT followed by N then T then I

Other Useful Commands

Create a new document: CTRL and N
Close a document: CTRL and W
Switch to Next Document: CTRL and F6
Switch to Previous Document: CTRL and SHIFT and F6
Change to draft layout view: CTRL and ALT and N
Change to print layout view: CTRL and ALT and P
Copy To Clipboard: CTRL and C
Cut to Clipboard: CTRL and X
Paste from Clipboard: CTRL and V
Undo last action: CTRL and Z
Redo last action: CTRL and Y
Grow Font Size: CTRL and SHIFT and FULL STOP
Shrink Font Size: CTRL and SHIFT and COMMA
Indent Paragraph: CTRL and M
Remove Indent: CTRL and SHIFT and M
Exit Word 365: ALT and F4