



Microsoft Word Shortcuts Keys

ctrl + **o** Open

ctrl + **s** Save

ctrl + **w** Close

ctrl + **x** Cut

ctrl + **c** Copy

ctrl + **v** Paste

ctrl + **a** Select All

ctrl + **b** Bold

ctrl + **i** Italics

ctrl + **u** Underline

ctrl + **e** Center Text

esc Cancel

ctrl + **z** Undo

ctrl + **y** Redo

ctrl + **f** Open the
Navigation Pane

ctrl + **g** Go To a page
or bookmark