

Word 2007 Keyboard Shortcuts

<p>Standard</p> <p>Ctrl + N - New Document Ctrl + O - Open Document Ctrl + W - Close Window Alt + F4 - Quit Word Ctrl + S - Save F12 - Save As Ctrl + P - Print Ctrl + Z - Undo Ctrl + Y - Redo Ctrl + K - Hyperlink Ctrl + ' - Copy Cell Above Ctrl + ; - Insert Today's Date Ctrl + + - Insert Row or Column Insert - Overtyping F1 - Help F5 - Go To F7 - Spell Check Shift + F7 - Thesaurus Alt + F8 - Macros Alt + F11 - VB Editor</p>	<p>Selection and Navigation</p> <p>Ctrl + F - Find Ctrl + G - Go To Ctrl + H - Replace Ctrl + Home - Start of Document Ctrl + End - End of Document Ctrl + Page Up - Previous Page Ctrl + Page Down - Next Page Ctrl + A - Select All Ctrl + Shift + Home - Select the Rest of the document before the Cursor Ctrl + Shift + End - Select the Rest of the document after the Cursor Shift + Home - Select to Start of Line Shift + End - Select to End of Line Ctrl + Shift + Left Arrow - Select Previous Word Ctrl + Shift + Right Arrow - Select Next Word Ctrl + Shift + Up Arrow - Select Previous Paragraph Ctrl + Shift + Down Arrow - Select Next Paragraph</p>
<p>Formatting</p> <p>Ctrl + B - Bold Ctrl + I - Italic Ctrl + U - Underline Shift + F3 - Change Case Ctrl + Alt + 1 - Heading 1 Ctrl + Alt + 2 - Heading 2 Ctrl + Alt + 3 - Heading 3 Ctrl + E - Centre Paragraph Ctrl + L - Left Paragraph Ctrl + R - Right Paragraph Ctrl + J - Justify Paragraph Shift + F1 - Reveal Formatting Ctrl + Q - Clear Paragraph Formatting Ctrl + Enter - Page Break Ctrl + Shift + Enter - Column Break</p>	<p>Moving and Copying</p> <p>Ctrl + X - Cut Ctrl + C - Copy Ctrl + V - Paste Click and Drag - Move Ctrl + Click and Drag - Copy</p>
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