Frequently used shortcuts

This table shows the most frequently used shortcuts in Microsoft Word.

To do this	Press
Open a document.	Ctrl+O
Create a new document.	Ctrl+N
Save the document.	Ctrl+S
Close the document.	Ctrl+W
Cut the selected content to the Clipboard.	Ctrl+X
Copy the selected content to the Clipboard.	Ctrl+C
Paste the contents of the Clipboard.	Ctrl+V
Select all document content.	Ctrl+A
Apply bold formatting to text.	Ctrl+B
Apply italic formatting to text.	Ctrl+I
Apply underline formatting to text.	Ctrl+U
Decrease the font size by 1 point.	Ctrl+Left bracket ([)
Increase the font size by 1 point.	Ctrl+Right bracket (])
Center the text.	Ctrl+E
Align the text to the left.	Ctrl+L
Align the text to the right.	Ctrl+R
Cancel a command.	Esc
Undo the previous action.	Ctrl+Z
Redo the previous action, if possible.	Ctrl+Y
Adjust the zoom magnification.	Alt+W, Q, then use the Tab key in the **Zoom** dialog box to go to the value you want.
Split the document window.	Ctrl+Alt+S
Remove the document window split.	Alt+Shift+C or Ctrl+Alt+S

Ribbon keyboard shortcuts

The ribbon groups related options on tabs. For example, on the **Home** tab, the **Font** group includes the **Font Color** option. Press the Alt key to display the ribbon shortcuts, called Key Tips, as letters in small images next to the tabs and options as shown in the image below.
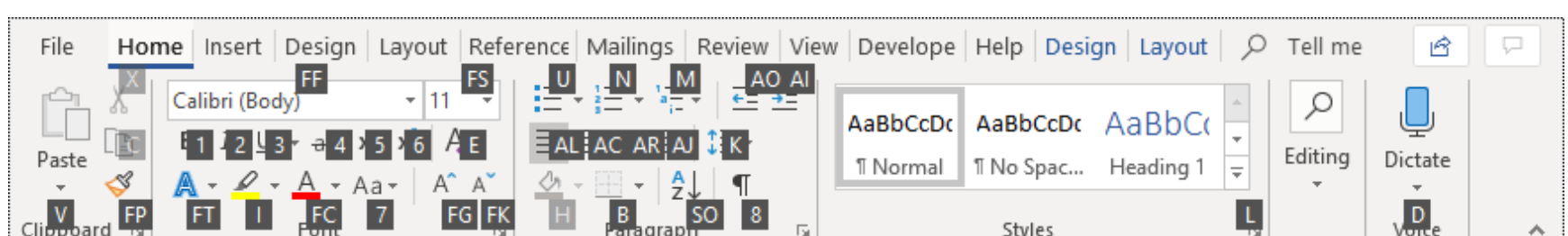
Note: Add-ins and other programs can add new tabs to the ribbon and might provide access keys for those tabs.

You can combine the Key Tips letters with the Alt key to make shortcuts called Access Keys for the ribbon options. For example, press Alt+H to open the **Home** tab, and Alt+Q to move to the **Tell Me** or **Search** field. Press Alt again to see Key Tips for the options for the selected tab.

Depending on the version of Microsoft 365 you are using, the **Search** text field at the top of the app window might be called **Tell Me** instead. Both offer a largely similar experience, but some options and search results can vary.

In Office 2013 and Office 2010, most of the old Alt key menu shortcuts still work, too. However, you need to know the full shortcut. For example, press Alt, and then press one of the old menu keys E (Edit), V (View), I (Insert), and so on. A notification pops up saying you're using an access key from an earlier version of Microsoft 365. If you know the entire key sequence, go ahead and use it. If you don't know the sequence, press Esc and use Key Tips instead.

Use the Access Keys for ribbon tabs

To go directly to a tab on the ribbon, press one of the following access keys. Additional tabs might appear depending on your selection in the document.

To do this	Press
Move to the **Tell Me** or **Search** field on the Ribbon to search for assistance or Help content.	Alt+Q, then enter the search term.
Open the **File** page to use Backstage view.	Alt+F
Open the **Home** tab to use common formatting commands, paragraph styles, and the Find tool.	Alt+H
Open the **Insert** tab to insert tables, pictures and shapes, headers, or text boxes.	Alt+N
Open the **Design** tab to use themes, colors, and effects, such as page borders.	Alt+G
Open the **Layout** tab to work with page margins, page orientation, indentation, and spacing.	Alt+P
Open the **References** tab to add a table of contents, footnotes, or a table of citations.	Alt+S
Open the **Mailings** tab to manage Mail Merge tasks and to work with envelopes and labels.	Alt+M

To do this	Press
Open the **Review** tab to use Spell Check, set proofing languages, and to track and review changes to your document.	Alt+R
Open the **View** tab to choose a document view or mode, such as Read Mode or Outline view. You can also set the zoom magnification and manage multiple document windows.	Alt+W