Microsoft Word Hotkeys

You can improve your speed in typing papers by becoming proficient in using Hotkeys. Hotkeys are shortcuts for functions in Microsoft Word that normally require using your mouse. By using Hotkeys, you can perform these tasks faster! Note that "+" means simultaneously pressing the keys. For example, "Ctrl + B" means you need to press the Ctrl and B keys at the same time. Some but not all of these hotkeys also work on other platforms like Google Docs and Pages.

Mac computers also have a Command key. This key is generally used instead of the Ctrl (Control) key for shortcuts; however, sometimes either can work.

Formatting Fonts

1. **Boldface**: Ctrl + B
2. **Italics:** Ctrl + I
3. **Underline:** Ctrl + U
4. **Increase Font Size:** Ctrl +]
5. **Decrease Font Size:** Ctrl + [
6. **Subscript:** Ctrl + =
7. **Superscript:** Ctrl + Shift + =

Quick Edits And Navigation

1. **Save Your Document:** Ctrl + S
2. **Search for a Keyword or Phrase:** Ctrl + F
3. **Copy**: Ctrl + C
4. **Paste:** Ctrl + V
5. **Cut:** Ctrl + X
6. **Select All:** Ctrl +A
7. **Insert Footnote:** Ctrl + Alt + F
8. **Select Text by Individual Characters:** Ctrl + Arrow Keys
9. **Select Text by Entire Words:** Ctrl + Shift + Arrow Keys
10. **Return to the First Page:** Ctrl + Home
11. **Return to the Final Page:** Ctrl + End
12. **Undo**: Ctrl + Z

13. **Redo:** Ctrl + Y

14. **Add a Page Break:** Ctrl + Enter

15. **Add a Hyperlink:** Ctrl + K

16. **Print:** Ctrl + P

ALIGNMENT AND INDENTATION

1. **Align Left**: Ctrl + L

2. **Align Right:** Ctrl + R

3. **Center:** Ctrl + E

4. **Justify:** Ctrl + J

5. **Increase Indent:** Ctrl + M

6. **Decrease Indent:** Ctrl + Shift + M

7. **Add/Increase Hanging Indent:** Ctrl + T

8. **Remove/Decrease Hanging Indent:** Ctrl + Shift + T

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