



*Tips and tools*  
FOR THE WRITING WORLD

# Best Microsoft Word Shortcuts for Writers and Editors

If you've ever used CTRL + S to save a file or CTRL + B to boldface something, you already know how to use Microsoft Word shortcuts. These keystroke combos save you time—and save your wrist from having to mouse up to the ribbon and make multiple clicks.

Here's a list of our favorite shortcuts, including lesser-known ones that can turbocharge your efficiency.

## SELECT AND MOVE TEXT

CTRL + A	Select all
F8	Toggle between selecting word, sentence, paragraph, and all
CTRL + Shift + →	Select word to the right of the cursor
CTRL + Shift + ←	Select word to the left of the cursor
CTRL + Shift + ↑	Select paragraph above the cursor
CTRL + Shift + ↓	Select paragraph below the cursor
CTRL + C	Copy
CTRL + X	Cut
CTRL + V	Paste
CTRL + F3	Spike text (i.e., cut multiple chunks of text and save them all on the clipboard)
CTRL + Shift + F3	Paste spiked text

## JUSTIFY THINGS

CTRL + L	Left justify text
CTRL + R	Right justify text
CTRL + E	Center text
CTRL + Shift + L	Bulletize text

## INSERT COOL THINGS

CTRL + ALT + (minus on number pad)	Insert em dash
CTRL + (minus on number pad)	Insert en dash
Right-click + New comment	Insert a comment
Right-click + Link	Insert a link

## INSERT BREAKS

CTRL + Enter	Insert page break
Shift + Enter	Insert manual line break
CTRL + Shift + Enter	Insert nonbreaking space

## FORMAT THINGS

Shift + F3	Toggle between all caps, lowercase, and initial caps
CTRL + B	Boldface
CTRL + I	Italicize
CTRL + U	Underline
CTRL + Shift + =	Superscript
CTRL + =	Subscript
CTRL + Shift + >	Increase font size by two points
CTRL + Shift + <	Decrease font size by two points

## NAVIGATE IN A NIFTY WAY

Shift + F5	Go to the last place you were editing
ALT + CTRL + Z	Toggle between the last four places you were editing
CTRL + →	Jump one word to the right
CTRL + ←	Jump one word to the left
CTRL + ↑	Jump to the top of the paragraph above
CTRL + ↓	Jump to the top of the paragraph below
CTRL + F	Find an item
CTRL + H	Find and replace an item

## DO THINGS, THEN UNDO THEM!

CTRL + Z	Undo
CTRL + Y	Redo
F4	Repeat previous action