



# Word 2016 keyboard shortcuts



Ctrl+N..... Create a new document  
 Ctrl+O..... Open a document  
 Ctrl+W..... Close a document  
 Ctrl+S..... Save a document  
 Ctrl+P..... Print the document  
 Alt+Ctrl+S..... Split the document window  
 Alt+Shift+C or Alt+Ctrl+S..... Remove the document window split  
 Ctrl+Shift+Spacebar..... Create a non-breaking space  
 Ctrl+Shift+Hyphen..... Create a non-breaking hyphen  
 Ctrl+B..... Make letters bold  
 Ctrl+I..... Make letters italic  
 Ctrl+U..... Make letters underline  
 Ctrl+Shift+<..... Decrease font size one value  
 Ctrl+Shift+>..... Increase font size one value  
 Ctrl+[..... Decrease font size 1 point  
 Ctrl+]..... Increase font size 1 point  
 Ctrl+Spacebar..... Remove paragraph or character formatting  
 Ctrl+C..... Copy the selected text or object  
 Ctrl+X..... Cut the selected text or object  
 Ctrl+V..... Paste text or an object  
 Ctrl+Alt+V..... Paste special  
 Ctrl+Shift+V..... Paste formatting only  
 Ctrl+Z..... Undo the last action

Ctrl+Y..... Redo the last action  
 Ctrl+Shift+G..... Open the Word Count dialog box  
 Alt+Shift+LEFT Arrow..... Promote a paragraph  
 Alt+Shift+RIGHT Arrow..... Demote a paragraph  
 Ctrl+Shift+N..... Demote to body text  
 Alt+Shift+Up Arrow..... Move selected paragraphs up  
 Alt+Shift+Down Arrow..... Move selected paragraphs down  
 Alt+Shift+Plus Sign..... Expand text under a heading  
 Alt+Shift+Minus Sign..... Collapse text under a heading  
 Alt+Shift+A..... Expand or collapse all text or headings  
 The slash (/) key on the numeric keypad..... Hide or display character formatting  
 Alt+Shift+L..... Show the first line of body text or all body text  
 Alt+Shift+1..... Show all headings with the Heading 1 style  
 Alt+Shift+n..... Show all headings up to Heading n  
 Ctrl+Tab..... Insert a tab character  
 Backspace..... Delete one character to the left  
 Ctrl+Backspace..... Delete one word to the left  
 Delete..... Delete one character to the right  
 Ctrl+Delete..... Delete one word to the right  
 Ctrl+X..... Cut selected text to the Office Clipboard  
 Ctrl+Z..... Undo the last action  
 Alt+Ctrl+F..... Insert a footnote  
 Ctrl+K..... Insert a hyperlink