# Mainstream Word/Microsoft Office Keyboard Shortcuts (PC)

## Opening & closing Microsoft Word

|  |  |
| --- | --- |
| Control + N | Create a new document |
| Control + O | Open a new document |
| Control + S | Save a document |
| F12 | Save As |

## Moving Text Around

|  |  |
| --- | --- |
| Control + A | Select all |
| Control + X | Cut |
| Control + C | Copy |
| Control + V | Paste |
| Control + A + C + N + V | Copy & paste into a new document |

## Jumping Through Text

|  |  |
| --- | --- |
| Shift + arrows | Select text where cursor is placed |
| Control + Home | Move cursor to start of document |
| Control + End | Move cursor to end of document |

## Grabbing Text

|  |  |
| --- | --- |
| Shift + Home | Select whole line left of cursor |
| Shift + End | Select whole line right of cursor |

## Fixing a Mistake

|  |  |
| --- | --- |
| Control + Z | Undo |
| Control + Delete | Delete word after cursor |
| Control + Backspace | Delete word before cursor |

## Using the Internet

|  |  |
| --- | --- |
| Control + T | Open a new tab |
| Control + L | Jump to the address bar |

## Switching and Closing Tabs

|  |  |
| --- | --- |
| Alt + Tab | Quickly switch programs |
| Control + F4 | Quickly close window |
| Windows + D | Quickly return to desktop |