

Shortcut commands

Some people work happily with the menus on *Word* while others use the icons. However, many experienced users find that there are lots of shortcuts using the Control or Shift Keys and different letters of the alphabet. Have you ever struggled to get rid of an irritating hotlink in your text? Highlight it, press the *Control* key and the letter *K* and up comes a little box where you can remove or add a link. Want to write some fractions or put in a number squared? It is fiddly to do this through the font menu but highlight the number and use the *Control* = command and you will get a quick result.

There are many commands and shortcuts but these are the most common and most useful.

General commands

Save	Ctrl S	
Find	Ctrl F	
Hyperlink	Ctrl K	Switches on or off
New document	Ctrl N	
Open document	Ctrl O	
Close document	Ctrl W	
Select all	Ctrl A	
Help	F1	

Working with text

Font	Ctrl D	
Superscript	Shift Ctrl =	Useful for maths e.g. 5 ²
Subscript	Ctrl =	Useful for maths eg ³ / ₄
copy	Ctrl C	
cut	Ctrl X	
paste	Ctrl V	
undo	Ctrl Z	
print	Ctrl P	
Bold	Ctrl B	add/remove formatting
Italic	Ctrl I	add/remove formatting
Underline	Ctrl U	add/remove formatting
Change Case	Shift F3	
spellchecker	F7	
Thesaurus	Shift F7	
Double spacing	Ctrl 2	Highlight text first