

# The ultimate Microsoft Word cheatsheet.

18 Word shortcuts you can't do without.



## **W** Word shortcuts

Create a new document:

**Ctrl+N**

Open an existing document:

**Ctrl+O**

Save a document:

**Ctrl+S**

Open the Save As dialog box:

**F12**

Close a document:

**Ctrl+W**

Undo an action:

**Ctrl+Z**

Redo an action:

**Ctrl+Y**

Highlight words & apply bold formatting:

**Ctrl+B**

Highlight words & apply italic formatting:

**Ctrl+I**

Highlight words & apply underline formatting:

**Ctrl+U**

Apply underline formatting but not the spaces:

**Ctrl+Shift+W**

Print Preview View:

**Ctrl+F2**

Apply double underline formatting:

**Ctrl+Shift+D**

Decrease or increase font size:

**Ctrl+Shift+< or >**

Formats all letters as uppercase:

**Ctrl+Shift+A**

Formats all letters as lowercase:

**Ctrl+Shift+K**

Run a spelling and grammar check:

**F7**

Open the thesaurus. If you have a word selected, Shift+F7 looks up that word in the thesaurus.:

**Shift+F7**