Common MS Word Shortcut Keys

Below is a sampling of the most common shortcut keys used in proposal writing. To create your own automated task, use Word's Macros feature. Simply click the *Macros* dropdown on the *View* tab, select *Record Macro*, chose your shortcut keys, perform the task you want to automate, and select *Stop Recording*. For more detailed instructions, visit Microsoft's Office Online Help.

Function Type	Function	Shortcut Keys
Text Formatting	Highlight all	CTRL + A
	Bold highlighted text	CTRL + B
	Italicize highlighted text	CTRL + I
	Subscript	CTRL + =
	Superscript	CTRL + SHIFT + =
	Increase font size	CTRL + SHIFT + >
	Decrease font size	CTRL + SHIFT + <
	Center text	CTRL + E
	Fully justify text	CTRL + J
	Left align text	CTRL + L
	Apply Heading 1	ALT + CTRL + 1
	Apply Heading 2	ALT + CTRL + 2
Breaks	Page break	CTRL + ENTER
	Line break	SHIFT + ENTER
	Non-breaking space	SHIFT + CTRL + SPACEBAR
Characters	Insert em dash	CTRL + SHIFT + Num -
	Insert em dash (Word 2013)	CTRL + ALT + Num -
	Insert em dash (no numeric keyboard)	2014 ALT + X
	Insert en dash	CTRL + Num -
	Insert en dash (Word 2013)	CTRL + Num -
	Insert en dash (no numeric keyboard)	2013 ALT + X
Graphics	Maintain proportion when resizing	SHIFT + Resize
	Resize from center	CTRL + Resize
	Resize by smaller increments (and maintain proportion)	SHIFT + ALT + Resize
	Draw straight line	SHIFT + Draw Line

Function Type	Function	Shortcut Keys
Miscellaneous	Copy	CTRL + C
	Open font formatting window	CTRL + D
	Find and replace	CTRL + H
	Open document	CTRL + O
	Close document	CTRL + W
	Print	CTRL + P
	Save	CTRL + S
	Paste	CTRL + V
	Cut	CTRL + X
	Redo	CTRL + Y
	Undo	CTRL + Z
	Create a bullet	CTRL + SHIFT + L
	Open styles window	CTRL + SHIFT + ALT + S
	Split document window	ALT + CTRL + S
	Spike content	CTRL + F3
	Paste spiked content	CTRL + SHIFT + F3