Vision Impairment
Short cut keys for Word

Ctrl + A will highlight all the text within the document. This is useful if putting all into a different font or putting all into Bold type.

Ctrl + B will Bold highlighted text

Ctrl + C will copy

Ctrl + E Aligns screen or text to the centre

Ctrl + F opens the ‘find’ box.

Ctrl + I will make the highlighted are Italic

Ctrl + K allows the option to insert a link

Ctrl + M will indent a paragraph

Ctrl + P will bring up Printing options, such the printer menu etc.

Ctrl + R Aligns screen to the right

Ctrl + T will create a hanging indent

Ctrl + U will underline text

Ctrl + V will Paste text

Ctrl + X will cut text

Ctrl + Y will redo the last action performed

Ctrl + Z will undo the last action

Ctrl + Shift + L Quickly create a bullet point

Ctrl + Shift + F Change the font.

Ctrl + Shift + > Increase selected font +1pts up to 12pt and then increases font +2pts.
**Ctrl + ]**  Increase selected font +1pts.

**Ctrl + Shift + <**  Decrease selected font -1pts if 12pt or lower, if above 12 decreases font by +2pt.

**Ctrl + [**  Decrease selected font -1pts.

**Ctrl + / + c**  Insert a cent sign (¢).

**Ctrl + ' + <char>**  Insert a character with an accent (grave) mark, where <char> is the character you want. For example, if you wanted an accented è you would use **Ctrl + ' + e** as your shortcut key. To reverse the accent mark use the opposite accent mark, often on the tilde key.

**Ctrl + Shift + ***  View or hide non printing characters.

**Ctrl + <left arrow>**  Moves one word to the left.

**Ctrl + <right arrow>**  Moves one word to the right.

**Ctrl + <up arrow>**  Moves to the beginning of the line or paragraph.

**Ctrl + <down arrow>**  Moves to the end of the paragraph.

**Ctrl + Del**  Deletes word to right of cursor.

**Ctrl + Backspace**  Deletes word to left of cursor.

**Ctrl + End**  Moves the cursor to the end of the document.

**Ctrl + Home**  Moves the cursor to the beginning of the document.

**Ctrl + Spacebar**  Reset highlighted text to the default font.

**Ctrl + 1**  Single-space lines.

**Ctrl + 2**  Double-space lines.

**Ctrl + 5**  1.5-line spacing.

**Ctrl + Alt + 1**  Changes text to heading 1.

**Ctrl + Alt + 2**  Changes text to heading 2.

**Ctrl + Alt + 3**  Changes text to heading 3.

**Alt + Ctrl + F2**  Opens to another open Microsoft Word document.

**Alt + Ctrl + F2**  Opens to another open Microsoft Word document.

**Ctrl + F1**  Open the Task Pane.

**Ctrl + F2**  Display the print preview.

**Ctrl + Shift + >**  Increases the highlighted text size by one.

**Ctrl + Shift + <**  Decreases the highlighted text size by one.
<table>
<thead>
<tr>
<th>Keyboard Shortcut</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ctrl + Shift + F12</strong></td>
<td>Prints the document.</td>
</tr>
<tr>
<td><strong>F1</strong></td>
<td>Open Help.</td>
</tr>
<tr>
<td><strong>F4</strong></td>
<td>Repeat the last action performed (Word 2000+).</td>
</tr>
<tr>
<td><strong>F5</strong></td>
<td>Open the find, replace, and go to window in Microsoft Word.</td>
</tr>
<tr>
<td><strong>F7</strong></td>
<td>Spellcheck and grammar check selected text or document.</td>
</tr>
<tr>
<td><strong>F12</strong></td>
<td>Save as.</td>
</tr>
<tr>
<td><strong>Shift + F3</strong></td>
<td>Change the text in Microsoft Word from <strong>uppercase</strong> to <strong>lowercase</strong> or a capital letter at the beginning of every word.</td>
</tr>
<tr>
<td><strong>Shift + F7</strong></td>
<td>Runs a Thesaurus check on the word highlighted.</td>
</tr>
<tr>
<td><strong>Shift + F12</strong></td>
<td>Save.</td>
</tr>
<tr>
<td><strong>Shift + Enter</strong></td>
<td>Create a <strong>soft break</strong> instead of a new paragraph.</td>
</tr>
<tr>
<td><strong>Shift + Insert</strong></td>
<td>Paste.</td>
</tr>
<tr>
<td><strong>Shift + Alt + D</strong></td>
<td>Insert the current date.</td>
</tr>
<tr>
<td><strong>Shift + Alt + T</strong></td>
<td>Insert the current time.</td>
</tr>
</tbody>
</table>