

File & Document

Ctrl+N	New document	Ctrl+P	Print
Ctrl+O	Open document	Ctrl+Shift+P	Print Preview
Ctrl+S	Save	Ctrl+Z	Undo
Ctrl+Shift+S	Save As	Ctrl+Y	Redo

Navigation

Arrow Keys	Move cursor one character	Page Up / Down	Scroll one screen
Ctrl+Home	Go to document start	Ctrl+F	Find & Replace
Ctrl+End	Go to document end	F5	Navigator
Ctrl+Left/Right	Move word by word	Shift+F5	Return to last edit

Selection

Shift+Arrow	Extend selection	Shift+Ctrl+Left	Select word left
Ctrl+A	Select all	Shift+Ctrl+Right	Select word right
Ctrl+Shift+End	Select to end	F8	Extend selection mode
Ctrl+Shift+Home	Select to start	Shift+F8	Add to selection mode

Text Formatting

Ctrl+B	Bold	Ctrl+E	Centre align
Ctrl+I	Italic	Ctrl+L	Left align
Ctrl+U	Underline	Ctrl+R	Right align
Ctrl+D	Double underline	Ctrl+J	Justify

More Formatting

Ctrl+1	Apply Heading 1 style	Ctrl+M	Remove direct formatting
Ctrl+2	Apply Heading 2 style	Ctrl+Shift+P	Superscript
Ctrl+3	Apply Heading 3 style	Ctrl+Shift+B	Subscript
Ctrl+0	Apply Default style	Ctrl+H	Find & Replace (styles)

Clipboard & Editing

Ctrl+X	Cut	Delete	Delete character right
Ctrl+C	Copy	Backspace	Delete character left
Ctrl+V	Paste	Ctrl+Delete	Delete word right
Ctrl+Shift+V	Paste Special	Ctrl+Backspace	Delete word left

Paragraph & Spacing

Ctrl+1	Single line spacing	Shift+Tab	Decrease indent
Ctrl+2	Double line spacing	Ctrl+[Decrease font size
Ctrl+5	1.5 line spacing	Ctrl+]	Increase font size
Tab	Indent / next tab stop	Enter	New paragraph

Tables

Tab	Move to next cell	Alt+Page Up	First cell in column
Shift+Tab	Move to previous cell	Alt+Page Down	Last cell in column
Alt+Home	First cell in row	Tab (last cell)	Insert new row
Alt+End	Last cell in row	F4	Insert rows / columns

Styles & Templates

F11	Styles & Formatting panel	Alt+Enter	Character formatting dlg
Ctrl+F11	Set focus to styles box	F7	Spell check
Shift+F11	New style from selection	Ctrl+F7	Thesaurus
Ctrl+Shift+F11	Update style from sel.	Shift+F7	Grammar check

Views & Windows

Ctrl+F1	Toggle Sidebar	Ctrl+W	Close document
View > Zoom	Zoom settings	Ctrl+F4	Close window
Ctrl+Shift+J	Full screen mode	F4	Data Sources view
Ctrl+Tab	Switch open documents	F6	Next pane / toolbar