



## Microsoft Word Keyboard Shortcut

Use the Command (Apple) key instead of Control key for Macintosh

<b>Control + N</b> = New document	<b>Control + A</b> = Highlight the entire document
<b>Control + P</b> = Print document	<b>Double Click</b> = highlights a word
<b>Control + O</b> = Open document	<b>Control + click in the sentence</b> = highlight the whole sentence
<b>Control + S</b> = Save document	Highlight a section by <b>click in front</b> of the section, hold the <b>shift</b> key and <b>click after</b> the desired section
<b>Control + Z</b> = Undo	<b>Control + 1</b> = Single Space
<b>Control + C</b> = Copy	<b>Control + 2</b> = Double space
<b>Control + X</b> = Cut	<b>Control + 5</b> = 1 ½ lines of space
<b>Control + V</b> = Paste	<b>Control + B</b> = Bold
<b>Control + F</b> = Find	<b>Control + I</b> = Italics
<b>Control + H</b> = Replace	<b>Control + U</b> = Underline
<b>Control + G</b> = Go to	<b>F7 key</b> = Spell check Right click on a misspelled word =drop down menu <b>Macintosh Command +click the mouse on misspelled word</b>
<b>Control + Y</b> = Repeats typing	<b>F7 + Shift key</b> = Thesaurus Right click on a word and choose synonym
<b>F1</b> = Help	<b>Restart a frozen windows machine</b> Control + Alt = Delete key.