



Word 2026 keyboard shortcuts



Ctrl+N.....Create a new document
Ctrl+O.....Open a document
Ctrl+W.....Close a document
Ctrl+S.....Save a document
Ctrl+P.....Print the document
Alt+Ctrl+S.....Split the document window
Alt+Shift+C or Alt+Ctrl+S.....Remove the document window split
Ctrl+Shift+Spacebar.....Create a non-breaking space
Ctrl+Shift+Hyphen.....Create a non-breaking hyphen
Ctrl+B.....Make letters bold
Ctrl+I.....Make letters italic
Ctrl+U.....Make letters underline
Ctrl+Shift+<.....Decrease font size one value
Ctrl+Shift+>.....Increase font size one value
Ctrl+[.....Decrease font size 1 point
Ctrl+].....Increase font size 1 point
Ctrl+Spacebar.....Remove paragraph or character formatting
Ctrl+C.....Copy the selected text or object
Ctrl+X.....Cut the selected text or object
Ctrl+V.....Paste text or an object
Ctrl+Alt+V.....Paste special
Ctrl+Shift+V.....Paste formatting only
Ctrl+Z.....Undo the last action

Ctrl+Y.....Redo the last action
Ctrl+Shift+G.....Open the Word Count dialog box
Alt+Shift+←.....Promote a paragraph
Alt+Shift+→.....Demote a paragraph
Ctrl+Shift+N.....Demote to body text
Alt+Shift+↑.....Move selected paragraphs up
Alt+Shift+↓.....Move selected paragraphs down
Alt+Shift+Plus Sign.....Expand text under a heading
Alt+Shift+Minus Sign.....Collapse text under a heading
Alt+Shift+A.....Expand or collapse all text or headings
The slash (/) key on the numeric keypad.....Hide or display character formatting
Alt+Shift+L.....Show the first line of body text or all body text
Alt+Shift+1.....Show all headings with the Heading 1 style
Alt+Shift+N.....Show all headings up to Heading n
Ctrl+Tab.....Insert a tab character
Backspace.....Delete one character to the left
Ctrl+Backspace.....Delete one word to the left
Delete.....Delete one character to the right
Ctrl+Delete.....Delete one word to the right
Ctrl+X.....Cut selected text to the Office Clipboard
Ctrl+Z.....Undo the last action
Alt+Ctrl+F.....Insert a footnote
Ctrl+K.....Insert a hyperlink

