



# Word 2000

## PC Keyboard Shortcuts

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### File Menu Commands

New	CTRL + N
Open	CTRL + O
Close	CTRL + W
Save	CTRL + S
Save As	F12
Print	CTRL + P
Print Preview	CTRL + F2
Exit	ALT + F4

### Edit Menu Commands

Undo	CTRL + Z
Redo	CTRL + Y
Cut	CTRL + X
Copy	CTRL + C
Paste	CTRL + V
Find	CTRL + F
Replace	CTRL + H
Go To	CTRL + G

### View Menu Commands

Normal	ALT + CTRL + N
Outline	ALT + CTRL + O
Page Layout	ALT + CTRL + P

### Insert Menu Commands

Soft Break	SHIFT + ENTER
Page Break	CTRL + ENTER
Footnote	ALT + CTRL + F

### Format Menu Commands

Font	CTRL + D
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### Tools Menu Commands

Spelling and Grammar	F7
Thesaurus	SHIFT + F7

### Window Menu

Split	ALT + CTRL + S
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### Other Useful Keyboard Commands

Bold	CTRL + B
Italic	CTRL + I
Underline	CTRL + U
Small Caps	CTRL + SHIFT + K
Center Text	CTRL + E
Justify Text	CTRL + J
Left Align Text	CTRL + L
Right Align Text	CTRL + R
Paragraph Indent	CTRL + M
Reduce Paragraph Indent	CTRL + SHIFT + M
Create Hanging Indent	CTRL + T
Reduce Hanging Indent	CTRL + SHIFT + T
Single Spacing	CTRL + 1
Double Spacing	CTRL + 2
1.5 Lines Spacing	CTRL + 5
Microsoft Word Help	F1

You can also create your own customized keyboard shortcuts in Word. Select **Tools|Customize...** and press the **Keyboard** button to access this feature.