**Microsoft Word Keyboard Shortcuts**

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| --- | --- | --- |
| <Ctrl> + C | = | Copy |
| <Ctrl> + X | = | Cut |
| <Ctrl> + V | = | Paste |
| <Ctrl> + →/← | = | Move forward/back one word |
| <Ctrl> + ↑/↓ | = | Move up/down one paragraph |
| <Ctrl> + <Shift> + 8 | = | Show editing marks |
| <Ctrl> + E | = | Centre align |
| <Ctrl> + R | = | Right align |
| <Ctrl> + L | = | Left align |
| <Ctrl> + J | = | Justify |
| <Ctrl> + Z | = | Undo |
| <Ctrl> + Y | = | Redo |
| <Ctrl> + F | = | Find |
| <Ctrl> + <Shift> **,** / **.** | = | Increase/Decrease font size |
| <Ctrl> + <Shift> + C | = | Copy formatting only |
| <Ctrl> + <Shift> + V | = | Paste formatting only |