

## Regent's Favorite Microsoft Word Shortcuts

The Center for Student Development ran a contest to find out what shortcuts people at Regent found most valuable. Here are some of the many shortcuts submitted, with a view to offering shortcuts most valuable to academic users rather than providing an exhaustive list.

### Operational Shortcuts

<b>Shortcut</b>	<b>Purpose</b>
ctrl + c	Copy material to clipboard
ctrl + v	Paste material from clipboard
ctrl + x	Delete selected material
shift + F7	Brings up a thesaurus
ctrl + print scrn	Copies whatever is on your screen to your clipboard (You can then use ctrl + v to paste this screen shot into another document.)
windows + snip (typed in) in Windows 7 Enterprise	Opens snipping tool; allows you to select a screen object to save in various image formats.
ctrl + z	Undo last action
ctrl + y	Redo last action
ctrl + alt + f cmd + option (Mac)	Inserts a footnote
ctrl + alt + z	Moves the cursor to its last location
ctrl + a	Highlights the entire document
ctrl + f	Find and replace
ctrl + shift + L cmd + shift + L (Mac)	Put a list into bullet points
alt + shift + arrow	Move items within an outline
ctrl + backspace	Deletes word left of cursor
ctrl + shift + d	End notes
shift + arrow	Select text
alt + tab	Toggles between applications
window + tab (Windows 7 Enterprise)	Toggles between open pages of all open applications
window + m	Minimizes all open documents
F7	Spell-check

### Font/Character Shortcuts

<b>Shortcut</b>	<b>Purpose</b>
ctrl + shift + < <b>or</b> ctrl + }	Decrease font size
ctrl + shift + > <b>or</b> ctrl + {	Increase font size

ctrl + shift + =	Superscript
ctrl + =	Subscript
alt+0167	Adds section symbol (§)
ctrl + shift + colon (:)	then key in any vowel to place an umlaut over it, e.g., ë
ctrl + shift + enya (~)	then key in n to place a enya over it, e.g., ñ
ctrl + apostrophe (')	then any vowel to place an acute accent over it, e.g., é
ctrl + grave accent mark (`)	then any vowel to place a grave accent over it, e.g., à
ctrl + shift and circumflex (^)	then any vowel to place a circumflex over it, e.g., ê
ctrl + comma (,) + c	Puts a cedilla (ç) under "c"
ctrl + shift + k cmd + shift + k (Mac)	Small caps
ctrl + F3	Toggle between text formats for selected text (all caps, all lower case, mixed caps/lower case)

### **Other Formatting Shortcuts**

<b>Shortcut</b>	<b>Purpose</b>
ctrl + 2 apple + 2 (Mac)	Changes the spacing to double spaced
ctrl + 1 apple + 1 (Mac)	Changes spacing back to single spaced
ctrl + shift + c then ctrl + shift + v	Copy the formatting of one piece of text to another without copying the actual text
ctrl + L apple + L (Mac)	Align text left
ctrl + e apple + e (Mac)	Align text center
ctrl + r apple + e (Mac)	Align text right
ctrl + shift + L	Adds one bullet