

Word Hotkeys

Microsoft Word for Lawyers

Formatting Text, Paragraphs & More



[Shift] + [Ctrl] + [⁸ _*]	Show/Hide Formatting
[Shift] + [Enter]	New Line ("Soft Return")
[Enter]	New Paragraph ("Return")
[Ctrl] + [D]	Open Font Settings
[Ctrl] + [B]	Bold
[Ctrl] + [U]	Underline
[Ctrl] + [I]	Italicize
[Ctrl] + [L]	Left Align
[Ctrl] + [E]	Center
[Ctrl] + [R]	Right Align
[Ctrl] + [J]	Justify
[Shift] + [F3]	Change Case
[Shift] + [Ctrl] + [^{'<}] [Shift] + [Ctrl] + [^{'>}]	Decrease Font Size Increase Font Size
[Ctrl] + [[◀]] [Ctrl] + [[▶]] [Ctrl] + [[▲]] [Ctrl] + [[▼]]	Skip Over Words & Paragraphs (Move Cursor Faster)
[Ctrl] + [F]	Find
[Ctrl] + [H]	Find & Replace

Visit www.waythorn.com/wordforlawyers for more information