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List of shortcut keys in ms word 2010

Want to reduce your time while using MS office word? This article provides you all the shortcut keys for word document in MS Office 2010 MS Word allows you to use shortcut keys while working with it. It is much easier to simply press the keys rather than moving your mouse over to the menu and identify the menu links to perform certain tasks. This list is quite long, but you can identify the common shortcut keys that you frequently use and memorize them.1.ctrl+N>Create a new document.2.ctrl+shift+A-All Caps.3.ctrl+O-Open a document.4.alt+ctrl+M-Annotation.5.ctrl+W-Close a document.6.alt+F10-App Maximize.7.ctrl+S-Save a word document.8.ctrl+F-Find a word.9.alt+ctrl+Y-Repeat find.10.alt+F5-App restore11.alt+ctrl+1-Apply heading112.alt+ctrl+2-Apply heading213.alt+ctrl+3-Apply heading314.ctrl+H-Replace text15.ctrl+G-Go to a page16.alt+ctrl+Home-Browse a document17.ctrl+Z-Undo an action18.ctrl+Y-Redo or repeat an action.19.ctrl+Shift+L-Apply List Bullet.20.alt+ctrl+K-Auto format.21.F3 or alt+ctrl+V-Auto text.22.ctrl+B or ctrl+Shift+B-Bold.23.ctrl+Shift+F5-Bookmark.24.ctrl+Page Down-Browse Next.25.ctrl+Shift+F-Change Font Type.26.ctrl+Shift+P-Change Font Size.27.ctrl+Shift+>-Increase the Font Size by 2 points.28.ctrl+Shift+29.ctrl+|-Increase the Font Size by 1 point.30.ctrl+[-Decrease the Font Size by 1 point.31.ctrl+I-Apply Italic Formatting.32.ctrl+U-Apply Underline.33.ctrl+Shift+D-Double Underline Text.34.ctrl+Shift+K-Format letters as small capitals.35.ctrl+= -Apply Subscript Formatting.36.ctrl+Shift++ -Apply Superscript Formatting.37.ctrl+1-Single Line Spacing.38.ctrl+2-Double Line Spacing.39.ctrl+5-Set 1.5 Line Spacing.40.ctrl+0-Add/remove line spacing.41.ctrl+E-Center Paragraph.42.ctrl+J-Justify Paragraph.43.ctrl+L-Left alignment.44.ctrl+R-Right Alignment.45.ctrl+Shift+Enter-Column Break46.ctrl+Shift+F8-Column Select.47.ctrl+C-copy.48.ctrl+Shift+C-Copy Format.49.alt+Shift+F7-Dictionary.50.ctrl+F5- Doc Restore.51.ctrl+T-Hanging Indent.52.F1-Help.53.ctrl+Shift+H-Hidden.54.alt+F8-Macro.55.alt+Shift+K-Mail Merge Check.56.alt+Shift+E-Mail Merge Edit data Source.57.alt+Shift+N-Mail Merge to doc.58.alt+Shift+M-Mail Merge to Printer.59.ctrl+Enter-Page Break.60.F2-Move texts or graphics.61.F3-Insert an auto text entry.62.F4-Repeat the last action.63.F9-Update selected fields.64.F10-Activate the menu bar.65.F11.Go to the next field.Did I miss any shortcut keys for MS Word? Please post your comments below and I will be more than happy to update this list. Related Articles Are you looking for the free Microsoft Office 2010 Starter Edition? Read this article to learn more about the free Microsoft Office 2010 Starter Edition and download Office 2010 trial. Most of the people do not know that there are different ways to launch task manager, or change directories without typing the name, or closing parent windows automatically. In this article I am giving the list of key board short cuts for some of the functions in Windows 2000, NT and XP This article explains how to include Indian Rupee symbol in MS Word applications. In this article, I will explain to you what are the benefits of using Microsoft Office 2010 as compared to other programs or other versions.More articles: Shortcut Keys Microsoft Word Applications Microsoft Office 2010 Updated: 03/13/2021 by Computer Hope Below is a listing of the more commonly used shortcut keys in Microsoft Word. See the computer shortcuts page if you are looking for a list of shortcut keys used in other programs. Please be aware that some of these shortcuts may not work in all versions of Microsoft Word. Note If the device you are using does not have function keys (F1-F12) on its keyboard, like a Chromebook, certain shortcuts are unavailable to you. Note Some of the Microsoft Word shortcut keys below may not work in Word 365, and most shortcut keys do not work in Word on a mobile device. Shortcut Description Ctrl+0 Toggles 6pts of spacing above the paragraph. Ctrl+A Select all contents of the page. Ctrl+B Bold highlighted selection. Ctrl+C Copy selected text. Ctrl+D Open the font preferences window. Ctrl+E Aligns the line or selected text to the center of the screen. Ctrl+F Open find box. Ctrl+I Italic highlighted selection. Ctrl+J Aligns the selected text or line to justify the screen. Ctrl+K Insert a hyperlink. Ctrl+L Aligns the line or selected text to the left of the screen. Ctrl+M Indent the paragraph. Ctrl+N Opens new, blank document window. Ctrl+O Opens the dialog box or page for selecting a file to open. Ctrl+P Open the print window. Ctrl+R Aligns the line or selected text to the right of the screen. Ctrl+S Save the open document. Like Shift+F12. Alt+F, A Save the document under a different file name. Alt+X Show the Unicode code of a highlighted character. Ctrl+T Create a hanging indent. Ctrl+U Underline the selected text. Ctrl+V Paste. Ctrl+W Close the currently open document. Ctrl+X Cut selected text. Ctrl+Y Redo the last action performed. Ctrl+Z Undo last action. Ctrl+Shift+A Sets the selected text to all capital letters. Ctrl+Shift+D Adds double underline to the selected text. Ctrl+Shift+E Enable or disable revision tracking. Ctrl+Shift+F Opens Font window to change the font. Ctrl+Shift+L Quickly create a bullet point. Ctrl+Shift+> Increase selected font +1pts up to 12pt and then increase font +2pts. Ctrl+| Increase selected font +1pts. Ctrl-Shift+< Decrease selected font -1pts if 12pt or lower; if above 12, decreases font by +2pt. Ctrl+[- Decrease selected font -1pts. Ctrl+|+C Insert a cent sign (¢). Ctrl+|+ Insert a character with an accent (acute) mark, where is the character you want. For example, if you wanted an accented é you would use Ctrl+|+e as your shortcut key. To reverse the accent mark, use the opposite accent mark, often found on the tilde key. Ctrl+Shift+* View or hide non printing characters. Ctrl+Left arrow Moves one word to the left. Ctrl+Right arrow Moves one word to the right. Ctrl+Up arrow Moves to the beginning of the line or paragraph. Ctrl+Down arrow Moves to the end of the paragraph. Ctrl+Del Deletes word to right of cursor. Ctrl+Backspace Deletes word to left of cursor. Ctrl+End Moves the cursor to the end of the document. Ctrl+Home Moves the cursor to the beginning of the document. Ctrl+Spacebar Reset highlighted text to the default font. Ctrl+1 Single-space lines. Ctrl+2 Double-space lines. Ctrl+5 1.5-line spacing. Ctrl+= Set selected text as subscript. Ctrl+Shift+= Set selected text as superscript. Ctrl+Alt+T Insert trademark (TM) symbol. Ctrl+Alt+1 Changes text to heading 1. Ctrl+Alt+2 Changes text to heading 2. Ctrl+Alt+3 Changes text to heading 3. Ctrl+Alt+F2 Open new document. Ctrl+F1 Open the Task Pane. Ctrl+F2 Display the print preview. Ctrl+Shift+> Increases the font size of selected text by one point. Ctrl+Shift+< Decreases the font size of selected text by one point. Ctrl+Shift+F6 Switches to another open Microsoft Word document. Ctrl+Shift+F12 Prints the document. F1 Open help. F4 Repeat the last action performed (Word 2000+). F5 Open the Find, Replace, and Go To window in Microsoft Word. F7 Spellcheck and grammar check selected text or document. F12 Save As. Shift+F3 Change the text in Microsoft Word from uppercase to lowercase or a capital letter at the beginning of every word. Shift+F7 Runs a Thesaurus check on the selected word. Shift+F12 Save the open document. Like Ctrl+S. Shift+Enter Create a soft break instead of a new paragraph. Shift+Insert Paste. Shift+Alt+D Insert the current date. Shift+Alt+T Insert the current time. You can also utilize the mouse to perform many common actions. The following section contains examples of mouse shortcuts. Mouse shortcuts Description Click, hold, and drag Selects text from where you click and hold to the point you drag and let go. Double-click If double-clicking a word, selects the complete word. Double-click Double-clicking the left, center, or right of a blank line makes the alignment of the text left, center, or right aligned. Double-click Double-clicking anywhere after text on a line sets a tab stop. Triple-click Selects the line or paragraph of the text where the mouse is triple-clicked. Ctrl+Mouse wheel Zooms in and out of document. I am pretty sure you have already experienced buying before. One of the best moments in life is when you get money from your weeks of hard work. This is the time when you can finally buy the items that you have been eyeing for some time. Aside from your necessities like food and grocery items, a few clothes, transportation expenses, housing and rent, and other bills you might also want to spend your money on stuff that you don't necessarily need but they make you feel and look good, like some extra pair of shoes or makeup. They serve as rewards you give for yourself. That is good, but before you go overboard with your monthly expenses, below are Sample Lists you might want to browse through.Lists of Monthly Expense in PDFDetailsFile FormatSize: 21 KBDownloadLists of Administrative ExpenseDetailsFile FormatSize: 27 KBDownloadLists of Operating ExpenseDetailsFile FormatSize: 72 KBDownloadSample List of Fixed ExpenseDetailsFile FormatSize: 109 KBDownloadList of Indirect ExpenseDetailsFile FormatSize: 57 KBDownloadLists of Business ExpenseDetailsFile FormatSize: 180 KBDownloadThe things you spend your money on from your food, toiletries, insurance, gas, or transportation down to your clothes and footwear belong to the term expenses. With all the things that you must buy and pay for, you might want to enumerate all of them and make a list of expenses, using our wide range of samples. I think you can do that without much hassle.Making a list of your expenses is actually a step toward making a budget and saving your money. Here are some tips on how you can do that:You have to honestly identify how much money you make. Your expenses should be based on your income.Be honest about your debts. You also have to know how much you owe. I mean, your payments are, after all, under your expenses.Sell items you don't need and/or use. To have more money, you can either cut back on your expenses or earn more money.You can also formulate more specific ways to save up. You can save gas money by taking public transportation. You can also do carpools or share a cab with someone. And instead of buying takeouts, you can cook and pack your own lunch or meals.This is the great thing about making a lists of your expenses, you can keep track on where your money goes. You also have a chance to save up. We still have a lot of other list samples, such as Material List Samples and Reference List Samples.Lists of Assets and ExpenseDetailsFile FormatSize: 7 KBDownloadLists of Expense in AccountingDetailsFile FormatSize: 62 KBDownloadCommon Expense Accounts ListDetailsFile FormatSize: 50 KBDownloadMedical Expense Examples Listrobertnelsoninsurance.comDetailsFile FormatSize: 117 KBDownloadLists make your more organized. They decrease the tendency of your potential to lose and forget things. Plus, they give you peace of mind knowing that you haven't miss anything.Money is important, otherwise, one can hardly survive. That is why it is important that you know how and where they go. Remember, that aside from buying the things that you want, there are stuff that are more important, that's why you should know how to balance your spending. Besides, there might be instances when you need to spend but you don't have the resources anymore. Although a list on your expenses is just among the things that you might need to live a more organized life. We also have Address List Samples in case you need them too.

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