



## Hands on...

### Word Keyboard Shortcuts

Is there a quick way of increasing and decreasing the font size for text in a Word document?

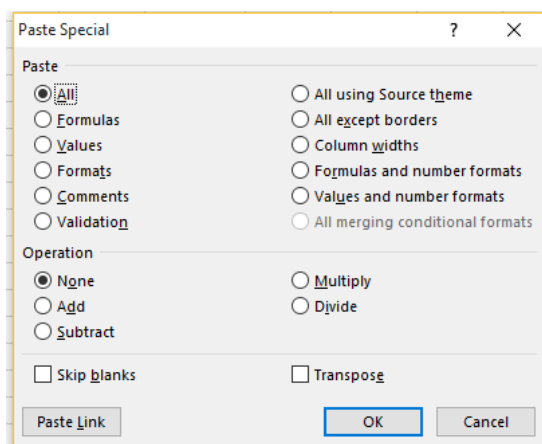
**<CTRL><Shift>+** (Hold the control key and the plus key down at the same time) increases the font size of selected text and **<CTRL><Shift>-** (Hold the control key and the minus key down at the same time) decreases it.

Is there a quick way to turn basic formats like bold and underline on and off?

**<CTRL>B** can be used to toggle bold on and off  
**<CTRL>U** can be used to toggle underline on and off  
**<CTRL>I** can be used to toggle italic on and off

I often have to use the paste special feature. I know I can use <CTRL>V as a shortcut for a default paste, but is there a shortcut for Paste Special?

**<CTRL><ALT>V** can be used to invoke a Paste Special. It will open the Paste Special dialog:



You can find a full list of Word shortcuts here: <https://support.office.com/en-us/article/Keyboard-shortcuts-for-Microsoft-Office-Word-628621ea-c0b7-4f01-bc3e-50640c0b46dc>