

Word Cheat Sheet

10% off with discount code
cheatsheet at nhlondon.com

 New Horizons®

For more cheat sheets visit www.nhlondon.com

Open document



Create new document



Save



Save as



Preview and print



Switch between open windows



Find



Replace



Jump to top of document



Jump to end of document



Jump to start of line



Jump to end of line



Up or down one screen



Align text to left



Align text to right



Centre text



Bold selected text



Italicise selected text



Underline selected text



Change case of selected text



Copy formatting of selected text



Paste formatting of selected text



Repeat action



Vertically select text



Select text



Copy selected text or object



Indent paragraph



Return to last edit point



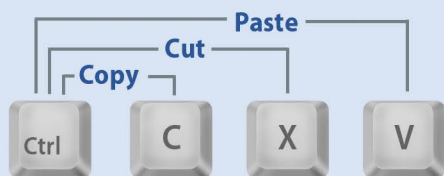
Insert page break



Insert hyperlink



Spell check



Select All



Undo



Redo



New Horizons London

268 Bath Road, Slough, SL1 4DX

+44 (0) 20 8142 8961

uk-info@nhireland.ie



Fold along dotted lines and glue here.

Please note that some shortcuts may be version specific.