

Keyboard shortcuts in Word

If you're a proofreader, editor or writer, using shortcuts can make the job so much faster and smoother.

Here are a few of my most-used shortcuts.

General

Symbols

Formatting

Accents

Action	Word Shortcut
Select all	CTRL + A
Find	CTRL + F
Open new document	CTRL + N
Save as	F12
Copyright symbol: ©	CTRL + ALT + C
Trademark symbol: ™	CTRL + ALT + T
Registered symbol: ®	CTRL + ALT + R
Subscript	CTRL + +
Superscript	CTRL + SHIFT + +
Small capitals	CTRL + SHIFT + K
Change case	SHIFT + F3
Insert hyperlink	CTRL + K
Remove hyperlink	CTRL + SHIFT + F9
Replace	CTRL + H
Acute: é	CTRL + ' + [letter]
Grave: è	CTRL + ` + [letter]
Circumflex: ê	CTRL + SHIFT + ^ + [letter]
Umlaut: ü	CTRL + SHIFT + : + [letter]
Tilde: ñ	CTRL + SHIFT + ~ + [letter]