

Common tasks done in a Microsoft Word document

To do this

Press

Create a non-breaking space	CTRL+SHIFT+SPACEBAR
Create a non-breaking hyphen	CTRL+HYPHEN
Make letters bold	CTRL+B
Make letters italic	CTRL+I
Make letters underline	CTRL+U
Decrease font size	CTRL+SHIFT+<
Increase font size	CTRL+SHIFT+>
Remove paragraph or character formatting	CTRL+SPACEBAR
Copy the selected text or object	CTRL+C
Cut the selected text or object	CTRL+X
Paste text or an object	CTRL+V
Undo the last action	CTRL+Z
Redo the last action	CTRL+Y
Create a hanging indent	CTRL+T
Double space	CTRL+2
Single space	CTRL+1

For more shortcut key combinations see:

- [Keyboard shortcuts for Word 2010](#)
- [Keyboard shortcuts for international characters](#)