

Microsoft Word Shortcuts for PCs

Most writers use Microsoft Word and often choose to use Microsoft Word shortcuts to save time. These shortcuts work on MSWord versions 7, 10, and 13.

I've listed the MSWord shortcuts that I use most frequently for modifying text and altering the document in Table 1. These common shortcuts range from "select all" down to "undo previous action". The "&" symbol means to press both keys at once. The comma means to press the keys in the shown sequence. Enjoy!

Table 1. Commonly used Microsoft Word Shortcuts for manipulating text or documents

Action	Shortcut ^a	Action	Shortcut ^a
All, select	Ctrl & A	Paragraph or character formatting, remove	Ctrl & spacebar
Bold formatting	Ctrl & B	Paste	Ctrl & V
Close active window/document	Ctrl & W	Paste special	Ctrl & Alt & V
Copy selected text	Ctrl & C	Print document	Ctrl & P
Cut	Ctrl & X	Redo the last action or repeat action	Ctrl & Y
Find	Ctrl & F	Ruler, view	Alt,W,R
Find and replace box	Ctrl & H	Save as document	Alt,F,A
Format text in capital letters	Ctrl & shift & A	Save document	Ctrl & S
Go to page	Ctrl & G	Subscript	Ctrl & =
Headings, 1, 2, 3	Alt & Ctrl & 1 (or 2 or 3)	Superscript	Ctrl & +
Insert hyperlink	Ctrl & K	Table of Contents, insert	Alt, S, T, I
Italics	Ctrl & I	Table of Contents, remove	Alt, S, T, R
Line break, stop	Ctrl & Shift & space	Underline	Ctrl & U
Line break, stop with hyphen	Ctrl & Shift & -	Undo previous action	Ctrl & Z
Line break, insert	Shift & Enter	Word count dialog box	Ctrl & Shift & G

MSWord Shortcuts for Math & Editing Symbols

Shortcuts for trademark and copyright symbols, math symbols, and editing symbols save time when writing a scientific manuscript or other document. Stop clicking on the symbols folder, finding the desired symbol, and inserting it: consider using these MSWord shortcuts instead.

Hold down Alt while typing the numbers using the numbers keypad, and the symbol appears upon release of Alt. Enjoy!

Table 2. Microsoft Word Shortcuts for math and editing symbols

Category	Symbols		Shortcut
Protection of Text	Copyright	©	Alt & #0169
	Pharmaceutical	℞	Alt & 8478
	Registered	®	Alt & #0174
	Trademark	™	Alt & #0153
Math	Degree	°	Alt & #0176
		°C	Alt & 8451
		℥	Alt & 8457
	Division	÷	Alt & #0247
	Greater than & =	≥	Alt & #8805
	Lesser than & =	≤	Alt & #8804
	Minus	–	Alt & #8722
	Multiply	×	Alt & #0215
Not equals	≠	Alt & #8800	
Plus or minus	±	Alt & #0177	
Editing	Ellipsis	...	Alt & #0133
	Em dash	—	Alt & #0151
	En dash	–	Alt & #0150
	Non-breaking space		Alt & #0160
	Paragraph	¶	Alt & 0182
	Section	§	Alt & 0167
Table footnote symbols	Dagger	†	Alt & #0134
	Double Dagger	‡	Alt & #0135

Microsoft Shortcuts for Greek letters

Greek letters are used in mathematical formulas and names of components or types of a complex protein, especially in immunology, molecular biology, and signal transduction. For example, three common types of interferon are Interferon α , β , γ .

These Microsoft Word shortcuts for small Greek letters have saved me countless hours. Enjoy!

Table 3. Microsoft Word shortcuts for small Greek letters

Greek Letter	Symbol	Alt shortcut
Alpha	α	Alt & #945
Beta	β	Alt & #946
Gamma	γ	Alt & #947
Delta	δ	Alt & #948
Capital Delta	Δ	Alt & #916
Epsilon	ϵ	Alt & #949
Zeta	ζ	Alt & #950
Kappa	κ	Alt & #954
Lambda	λ	Alt & #955
Mu	μ	Alt & #956
Phi	ϕ	Alt & #981
Pi	π	Alt & #960
Rho	ρ	Alt & #961
Sigma	σ	Alt & #963
Capital Sigma	Σ	Alt & #931
Tau	τ	Alt & #964
Theta	θ	Alt & #952
Chi	χ	Alt & #967
Omega	ω	Alt & #969

Hope you enjoy using them!

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