Microsoft Word Tips and Tricks
Here are some shortcut keys and tips to help you use Microsoft Word efficiently.

Copy, Paste, and Cut
a. Copy = Ctrl + C (highlight the word words you want to copy. Hold down Ctrl and press C.)
b. Paste = Ctrl + V (to use hold down Ctrl and press V)
c. Cut = Ctrl + X (Hold down Ctrl key and press X)
Are you using an Apple computer? Use the Command Key instead of Ctrl.

Erase an entire word at once
Press Ctrl + Backspace
If you are using an Apple computer press Command + Delete

Open the Find Command
Click Ctrl + F (This works when you’re using an Internet Browser as well)
Apple computer users can press Command + F

Choose your own Default Font
To set up your own font click Format > Font, select the attributes you want, and click Default.

If you are looking for some new fonts to use, visit https://www.dafont.com/.

Insert links into the document
Click Ctrl + K
Use Command + K if you are using an Apple Computer.

Formatting Shortcuts
a. **Bold** = Ctrl + B
b. *Italic* = Ctrl + I
c. *Underline* = Ctrl + U
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Use Multiple clicks to select a chunk of text
Double click a word with the left mouse button to highlight a word.
Triple click with the left mouse button to highlight an entire section.