MS Word Important Short cut

Short Cut	Use
Ctrl + C	To copy selected Text
Ctrl + X	To cut selected Text
Ctrl + V	To Paste Selected Text. Generally used after Ctrl+C or Ctrl +X
Ctrl + Z	Undo(reset last action)
Delete	Delete Selected Item,section etc..
Ctrl + (Right Arrow)	Move the insertion point to the beginning of the next word
Ctrl + Left Arrow	Move the insertion point to the beginning of the previous word
Ctrl +Down Arrow	Move the insertion point to the beginning of the next paragraph
Ctrl +Up Arrow	Move the insertion point to the beginning of the previous paragraph
F1	Help Key
Alt +Tab	Switch between open items
Alt + F4	Close the active item, or quit the active program
F10	Activate the menu bar in the active program
F5	Find and replace
Ctrl + 0	Adds or removes 6pts of spacing before a paragraph.
Ctrl + B	Bold highlighted selection.
Ctrl + F	Open find box.
Ctrl + I	Italic highlighted selection.
Ctrl + J	Aligns the selected text or line to justify the screen.
Ctrl + L	Aligns the line or selected text to the left of the screen.
Ctrl + M	Indent the paragraph.
Ctrl + P	Open the print window.
Ctrl + R	Aligns the line or selected text to the right of the screen.
Ctrl + S	Save the open document. Just like Shift + F12.
Ctrl + U	Underline the selected text.
Ctrl + Y	Redo the last action performed.
Ctrl +1	Single Space line
Ctrl +2	Double Space line
Ctrl + Alt + 1	Change selected text to Heading 1
Ctrl + Alt + 2	Change selected text to Heading 2
Ctrl + Alt + 3	Change selected text to Heading 3
Ctrl +F2	Print preview
F7	Spell check
Shift + Alt + D	Insert the current date.
Shift + Alt + T	Insert the current time.