

Shortcut List of Wordpad

Common Shortcuts

Ctrl + B = Bold Text

Ctrl + I = Italics Text

Ctrl + U = Underline Text

Ctrl + Shift + > = Text Size Increase

Ctrl + Shift + < = Text Size Decrease

Ctrl + L = Text Align Left

Ctrl + E = Text Align Center

Ctrl + R = Text Align Right

Ctrl + J = Justify Text

Ctrl + C = Copy

Ctrl + V = Paste

Alt + Ctrl + V = Paste Special

Ctrl + = = Subscript

Ctrl + Shift + = = Superscript

Ctrl + F = Find text

Ctrl + H = Replace text

Ctrl + S = Save

Ctrl + Shift + S = Save As

Ctrl + P = Print

Ctrl + Z = undo

Ctrl + Y = Redo

Ctrl + N = New

Ctrl + O = Open

Text Selection Shortcuts

Ctrl + A = Select All text

Ctrl + Shift + Right arrow = Select One word from the right side of cursor

Ctrl + Shift + Left arrow = Select One word from the left side of cursor

Ctrl + Shift + Down arrow = Select all the text till the end of paragraph from cursor

Ctrl + Shift + Up arrow = Select all the text till the beginning of paragraph from cursor

Ctrl + Shift + End = Select all text from cursor towards down

Ctrl + Shift + Home = Select all text from cursor towards up

Shift + Right arrow = selects one letter from right side

Shift + Left arrow = selects one letter from left side

Shift + Up arrow = selects one line from cursor towards up

Shift + Down arrow = selects one line from cursor towards down

Shift + End = selects all the text in a line from cursor towards end of line

Shift + home = selects all the text in a line from cursor towards beginning of line