



MS Word

Word with Screen Reader

Undo Redo

A simple shortcut lets you undo mistakes in a Word document.

Keystroke commands let you manage text. You can select an entire Word document, and undo and redo commands let you reverse actions. **Try it out!**

Selecting an Entire Document

1. Open a Word document from your desktop.
2. Press **CTRL + Home** to go to the top of the document.
3. Press **CTRL + A** to select all the text.

Tip: After you select text, be careful which key you press next! Your selected text will be replaced by that key, unless it's a CAPS Lock, Shift, Function, Control, or arrow key. For example, if you select text and then press the letter D, your text will be gone, replaced by the letter D.

The Undo Command

- This command lets you undo actions like selecting words, applying style features like bold, or editing commands like pasting.
- Press **CTRL + Z** as soon as possible after making the mistake.
- Each time you press **CTRL + Z**, you move back to the previous command, and that command is undone.

Tip: You want to undo your mistake as soon as possible, because anything you do between the mistake and undoing the mistake will also be removed as you back through the undo process.

The Redo Command

- What if you undo a command and wish you hadn't? Press **CTRL + Y** to redo the last action.
- You can only use the redo command after the undo command.

Now you know shortcuts that let you select an entire document, and that let you undo mistakes. Why not try them out? Then try our workshop on font selection.

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