

MICROSOFT WORD SHORTCUT KEYS

Documents	
New Document	Ctrl-N
Open Document	Ctrl-O
Save Document	Ctrl-S
Save As	Shift-F12
Close Document	Alt-Shift-F2
Print Preview	F12
Print	Ctrl-W
	Ctrl-F4
	Ctrl-F2
	Alt-Ctrl-I
	Ctrl-P
	Ctrl-Shift-F12
Text Selection	
Start Selection	Shift-Cursor Keys
Whole Document	F8
Whole Table	Ctrl-A
Vertical Block	Ctrl-5 (Num Pad)
	Alt-5 (Num Pad)
	Ctrl-Shift-F8
Navigation	
Start of Document	Ctrl-Home
End of Document	Ctrl-End
Start of Line	Home
End of Line	End
Right a Word	Ctrl-→
Left a Word	Ctrl-←
Down a Paragraph	Ctrl-↓
Up a Paragraph	Ctrl-↑
Down a Screen	Page Down
Up a Screen	Page Up
Bottom of Screen	Ctrl-Page Down
Top of Screen	Ctrl-Page Up
Down a Page	Alt-Ctrl-Page Down
Up a Page	Alt-Ctrl-Page Up
Go To Previous Revision	Shift F5
Go To	Alt-Ctrl-Z
	Ctrl-G
	F5
Tables	
Forward a Cell	Tab
Back a Cell	Shift-Tab
Top of Column	Alt-Page Up
Bottom of Column	Alt-Page Down
Start of Row	Alt-Home
End of Row	Alt-End
Previous Column	Ctrl-←
Next Column	Ctrl-→
Columns	
Top of Previous Column	Alt-↑
Top of Next Column	Alt-↓

Inserting Codes	
Line Break	Shift-Return
Page Break	Ctrl-Return
Column Break	Ctrl-Shift-Return
Optional Hyphen	Ctrl-Hyphen
Non-Breaking Hyphen	Ctrl-Shift-Hyphen
Character Formatting	
Bold	Ctrl-B
Italic	Ctrl-I
Underline	Ctrl-U
Double Underline	Ctrl-Shift-D
Word Underline	Ctrl-Shift-W
All Capitals	Ctrl-Shift-A
Small Capitals	Ctrl-Shift-K
Toggle Case	Shift-F3
Hidden Text	Ctrl-Shift-H
Subscript	Ctrl-=
Superscript	Ctrl-Shift-=
Change Font	Ctrl-Shift-F
Change Point Size	Ctrl-Shift-P
Grow Font by one Size	Ctrl-Shift->
Shrink Font by one Size	Ctrl-Shift-<
Grow Font by one Point	Ctrl-]
Shrink Font by one Point	Ctrl-[
Removing Formatting	Ctrl-Shift-Z
Format Font Dialogue Box	Ctrl-Spacebar
	Ctrl-D
Paragraph Formatting	
Left Alignment	Ctrl-L
Centre Alignment	Ctrl-E
Right Alignment	Ctrl-R
Full Justification	Ctrl-J
Indent a Paragraph from Left	Ctrl-M
Unindent a Paragraph from Left	Ctrl-Shift-M
Create a Hanging Indent	Ctrl-T
Remove a Hanging Indent	Ctrl-Shift-T
Single Line Spacing	Ctrl-1
Double Line Spacing	Ctrl-2
1 ½ Line Spacing	Ctrl-5
Add/Remove Space Above	Ctrl-0 (Zero)
Remove Paragraph Formatting	Ctrl-Q
Document Views	
Normal View	Alt-Ctrl-N
Outline View	Alt-Ctrl-O
Page Layout View	Alt-Ctrl-P
Text Editing	
Delete Next Word	Ctrl-Delete
Delete Previous Word	Ctrl-Backspace
Cut Selected Text	Ctrl-X
	Shift-Delete

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Copy Selected Text	Ctrl-C Ctrl-Insert
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©	Alt-Ctrl-C
®	Alt-Ctrl-R
™	Alt-Ctrl-T

Text Editing

Paste Text	Ctrl-V Shift-Insert
Undo	Ctrl-Z Alt-Backspace
Repeat	F4 Ctrl-Y Alt-Return
Find	Ctrl-F
Repeat Find	Shift-F4
Replace	Alt-Ctrl-Y Ctrl-H

Styles

Apply a Style	Ctrl-Shift-S
Apply Normal Style	Ctrl-Shift-N
Apply Heading 1 Style	Alt-Ctrl-1
Apply Heading 2 Style	Alt-Ctrl-2
Apply Heading 3 Style	Alt-Ctrl-3
Apply List Style	Ctrl-Shift-L
Start Auto Format	Ctrl-K

Document Facilities

Insert Annotation	Alt-Ctrl-A
Insert Endnote	Alt-Ctrl-E
Insert Footnote	Alt-Ctrl-F
Mark Citation	Alt-Shift-I
Mark TOC Entry	Alt-Shift-O
Mark Index Entry	Alt-Shift-X

Working With Fields

Insert a Blank Field	Ctrl-F9
Update Fields	F9 Alt-Shift-U
Show Single Field Codes	Shift-F9
Show All Field Codes	Alt-F9
Go To the Next Field	F11
Go To the Previous Field	Shift-F11
Convert Field to Text	Ctrl-Shift-F9 Ctrl-6
Lock a Field	Ctrl-F11 Ctrl-4
Unlock a Field	Ctrl-Shift-F11 Ctrl-4
Insert Date Field	Alt-Shift-D
Insert Page Field	Alt-Shift-P
Insert Time Field	Alt-Shift-T

Tools

Spelling	F7
Thesaurus	Shift-F7

Inserting Special Characters

Working with Panes and Windows

Next Pane	F6
Previous Pane	Shift-F6
Close Pane	Alt-Shift-C
Next Document Window	Ctrl-F6
Previous Document Window	Ctrl-Shift-F6
Maximise Word	Alt-F10
Maximise a Document	Ctrl-F10
Exit Word	Alt-F4
Activate Menus	Alt F10
Cancel a Menu	Esc
Display a Short Cut Menu	Shift-F10

Working with Outlines

Promote a Paragraph	Alt-Shift-←
Demote a Paragraph	Alt-Shift-→
Move Paragraphs Up	Alt-Shift-↑
Move Paragraphs Down	Alt-Shift-↓
Demote to Body Text	Ctrl-Shift-N
Show up to Level n	Alt-Shift-n
Show/Hide Text	Alt-Shift-A
Expand Text of Heading	Alt-Shift-+
Collapse Text of Heading	Alt-Shift--
Show First Line Only	Alt-Shift-L

Merging Documents

Insert a Merge Field	Alt-Shift-F
Edit Data Document	Alt-Shift-E
Preview a Mail Merge	Alt-Shift-K
Merge a Document	Alt-Shift-N
Print Merged Document	Alt-Shift-M

Further Short Cut Keys

Help	F1
Help Tool	Shift-F1
Enter Symbol Font	Ctrl-Shift-Q
Display Non Printing Codes	Ctrl-Shift-*
Cut to the Spike	Ctrl-F3
Insert from Spike	Ctrl-Shift-F3
Copy Formats	Ctrl-Shift-C
Paste Formats	Ctrl-Shift-V
Move Next Frame/Object	Alt-↓
Move to Prev Frame/Object	Alt-↑
Add a Bookmark	Ctrl-Shift-F5
Update Link	Ctrl-Shift-F7
Update Table AutoFormat	Alt-Ctrl-U
Split Window	Alt-Ctrl-S
Add a Command to a Menu	Alt-Ctrl-=
Remove a Menu Command	Alt-Ctrl--
Assign Action to Key	Alt-Ctrl-+ (Num Pad)

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