



## WORD KEYBOARD SHORTCUTS

### Clipboard (Copy/Move)

Feature	Keyboard Shortcut
Copy text or graphics	Ctrl + C
Create AutoText	Alt + F3
Move text or graphics	F2 (then move the insertion point and press Enter)
Paste the Clipboard contents	Ctrl + V
Paste the Spike (extended clipboard) contents	Ctrl + Shift + F3

### Delete Text

Feature	Keyboard Shortcut
Cut selected text to the Clipboard	Ctrl + X
Cut to the Spike	Ctrl + F3
Delete one character to the left	Backspace
Delete one character to the right	Delete
Delete one word to the left	Ctrl + Backspace
Delete one word to the right	Ctrl + Delete
Undo the last action	Ctrl + Z

### Dialog box

Feature	Keyboard Shortcut
Move to the next area	Tab
Move to the previous area	Shift + Tab
Cancel the command and close the dialog box	Escape
Move between options in the selected drop-down list box	Arrow keys
Perform the action assigned to the default button in the dialog box	Enter
Perform the action assigned to the selected button; select or clear the check box	Spacebar
Select the option or select or clear the check box by the letter underlined in the option name	Alt + Letter Key
Switch to the next tab in a dialog box	Ctrl + Tab or Ctrl + Page Down
Switch to the previous tab in a dialog box	Ctrl + Shift + Tab or Ctrl + Page Up

### Extend selection

Feature	Keyboard Shortcut
Increase the size of a selection	F8 (press once to select a word, twice to select a sentence etc.)
One character to the left	Shift + Left Arrow
One character to the right	Shift + Right Arrow
One line down	Shift + Down Arrow
One line up	Shift + Up Arrow

One screen down	Shift + Page Down
One screen up	Shift + Page Up
Reduce the size of a selection	Shift + F8
Select the nearest character	F8, and then press Left Arrow or Right Arrow
To a specific location in a document	F8 + arrow keys
To a vertical block of text	Ctrl + + Shift + F8, and then use the arrow keys
To include the entire document	Ctrl + A
To the beginning of a document	Ctrl + Shift + Home
To the beginning of a line	Shift + Home
To the beginning of a paragraph	Ctrl + Shift + Up Arrow
To the beginning of a word	Ctrl + Shift + Left Arrow
To the end of a line	Shift + End
To the end of a paragraph	Ctrl + Shift + Down Arrow
To the end of a window	Alt + Ctrl + + Page Down
To the end of a word	Ctrl + Shift + Right Arrow
Turn extend mode off	Escape
Turn extend mode on	F8

### Fields

Feature	Keyboard Shortcut
Go back one page	Alt + Left Arrow
Go forward one page	Alt + Right Arrow
Go to the next field	F11
Go to the previous field	Shift + F11
Insert a hyperlink	Ctrl + K
Insert an empty field	Ctrl + F9
Insert Date field	Alt + Shift + D
Insert List Num field	Alt + Ctrl + L
Insert Page field	Alt + Shift + P
Insert Time field	Alt + Shift + T
Lock a Field	Ctrl + + F11
Refresh	F9
Run a GoToButton or MacroButton from the field that displays the field results	Alt + Shift + F9
Switch between a field code and its result	Shift + F9
Switch between all field codes and their results	Alt + F9
Unlink a field	Ctrl + Shift + F9
Unlock a field	Ctrl + Shift + F11
Update linked information in a Word source document	Ctrl + Shift + F7
Update selected fields	F9

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## Format

Feature	Keyboard Shortcut
1.5 line spacing	Ctrl + 5
Double line spacing	Ctrl + 2
Maximize application window	Alt + F10
Maximize document window	Ctrl + F10
Restore application window	Alt + F5
Restore document window	Ctrl + F5
Single line spacing	Ctrl + 1
Toggles 12 point spacing before	Ctrl + 0
Add or remove one line space preceding a paragraph	Ctrl + 0 (zero)
Apply a style	Ctrl + Shift + S
Apply an underline	Ctrl + U
Apply bold formatting	Ctrl + B
Apply hidden text formatting	Ctrl + Shift + H
Apply italic formatting	Ctrl + I
Apply subscript formatting (automatic spacing)	Ctrl + Equal Sign
Apply superscript formatting (automatic spacing)	Ctrl + Shift + Plus Sign
Apply the Heading 1 style	Alt + Ctrl + 1
Apply the Heading 2 style	Alt + Ctrl + 2
Apply the Heading 3 style	Alt + Ctrl + 3
Apply the List style	Ctrl + Shift + L
Apply the Normal style	Ctrl + Shift + N
Center a paragraph	Ctrl + E
Change the case of letters	Shift + F3
Change the font	Ctrl + Shift + F
Change the font size	Ctrl + Shift + P
Change the formatting of characters (Font command, Format menu)	Ctrl + D
Change the selection to Symbol font	Ctrl + Shift + Q
Copy formats	Ctrl + Shift + C
Create a hanging indent	Ctrl + T
Decrease the font size	Ctrl + Shift + <
Decrease the font size by 1 point	Ctrl + [
Display nonprinting characters	Ctrl + Shift + * (asterisk)
Double-space lines	Ctrl + 2
Double-underline text	Ctrl + Shift + D
Format letters as all capitals	Ctrl + Shift + A
Format letters as small capitals	Ctrl + Shift + K

Increase the font size	Ctrl + Shift + >
Increase the font size by 1 point	Ctrl + ]
Indent a paragraph from the left	Ctrl + M
Insert a footnote	Alt + Ctrl + F
Insert an endnote	Alt + Ctrl + E
Justify a paragraph	Ctrl + J
Left align a paragraph	Ctrl + L
Mark a table of authorities entry	Alt + Shift + I
Mark a table of contents entry	Alt + Shift + O
Mark an index entry	Alt + Shift + X
Paste formats	Ctrl + Shift + V
Reduce a hanging indent	Ctrl + Shift + T
Remove a paragraph indent from the left	Ctrl + Shift + M
Remove manual character Formatting	Ctrl + Spacebar
Remove paragraph formatting	Ctrl + Q
Review text formatting	Shift + F1 (then click the text whose formatting you want to review)
Right align a paragraph	Ctrl + R
Set 1.5-line spacing	Ctrl + 5
Single-space lines	Ctrl + 1
Start AutoFormat	Alt + Ctrl + K
Underline words but not spaces	Ctrl + Shift + W

## Insert

Feature	Keyboard Shortcut
A column break	Ctrl + Shift + Enter
A field	Ctrl + F9
A line break	Shift + Enter
A non-breaking hyphen	Ctrl + Shift + Hyphen
A non-breaking space	Ctrl + Shift + Spacebar
A page break	Ctrl + Enter
An AutoText entry	Enter (when the ScreenTip appears)
An ellipsis	Alt + Ctrl + period
An optional hyphen	Ctrl + Hyphen
New paragraphs in a cell	Enter
Tab characters in a cell	Ctrl + Tab
The copyright symbol	Alt + Ctrl + C
The registered trademark symbol	Alt + Ctrl + R
The trademark symbol	Alt + Ctrl + T

## Mail merge

Feature	Keyboard Shortcut
Edit a mail-merge data document	Alt + Shift + E
Insert a merge field	Alt + Shift + F
Merge a document	Alt + Shift + N
Preview a mail merge	Alt + Shift + K
Print the merged document	Alt + Shift + M

## Menus

Feature	Keyboard Shortcut
Select the first or last command on the menu or submenu	Home or End

## Move

Feature	Keyboard Shortcut
Browse a document	Alt + Ctrl + Home
Cancel an action	Escape
Close a document	Ctrl + W
Create a new document	Ctrl + N
Down one line	Down Arrow
Down one screen (scrolling)	Page Down
Find text, formatting, and special items	Ctrl + F
First cell in a column	Alt + Page Up
First cell in a row	Alt + Home
Go back to a page, bookmark, footnote, table, comment, graphic, or other location	Alt + Ctrl + Z
Go to a page, bookmark, footnote, table, comment, graphic, or other location	Ctrl + G
Last cell in a column	Alt + Page Down
Last cell in a row	Alt + End
Move between master / subdocuments	Ctrl + \
Next cell in a row	Tab
Next row	Down Arrow
One cell to the left (in a table)	Shift + Tab
One cell to the right (in a table)	Tab
One character to the left	Left Arrow
One character to the right	Right Arrow
One paragraph down	Ctrl + Down Arrow
One paragraph up	Ctrl + Up Arrow
One word to the left	Ctrl + Left Arrow
One word to the right	Ctrl + Right Arrow
Open a document	Ctrl + O
Previous cell in a row	Shift + Tab

Previous row	Up Arrow
Quit Word	Alt + F4
Redo or repeat an action	Ctrl + Y
Repeat find	Alt + Ctrl + Y
Replace text, specific formatting, and special items	Ctrl + H
Save a document	Ctrl + S
Split a document	Alt + Ctrl + S
Switch to normal view	Alt + Ctrl + N
Switch to outline view	Alt + Ctrl + O
Switch to page layout view	Alt + Ctrl + P
To a previous revision	Shift + F5
To the beginning of a document	Ctrl + Home
To the beginning of a line	Home
To the end of a document	Ctrl + End
To the end of a line	End
To the end of the window	Alt + Ctrl + Page Down
To the location of the insertion point when the document was last closed	Shift + F5
To the top of the next page	Ctrl + Page Down
To the top of the previous page	Ctrl + Page Up
To the top of the window	Alt + Ctrl + Page Up
Undo an action	Ctrl + Z
Up one line	Up Arrow
Up one screen (scrolling)	Page Up

## Office Assistant

Feature	Keyboard Shortcut
Close an Office Assistant message	Escape
Close tips	Escape
Display the next tip	Alt + N
Display the previous tip	Alt + B
Get Help from the Office Assistant	F1
Make the Office Assistant balloon active	Alt + F6
See more Help topics	Alt + Down Arrow
See previous Help topics	Alt + Up Arrow
Select a Help topic from the topics the Office Assistant displays	Alt + number (1 is the first topic, 2 is the second, and so on)
Select a Help topic from the topics the Office Assistant shows	Alt + number (1 is the first topic, 2 is the second, and so on)
Show or hide the Office Assistant in a wizard	Tab to select the Office Assistant button; Spacebar to show the Assistant or turn off Help with the wizard

## Open dialog

Feature	Keyboard Shortcut
Add to Favorites	Alt + 4
Commands and settings	Alt + 9
Details	Alt + 6
List	Alt + 5
Look in favorites	Alt + 3
Preview	Alt + 8
Properties	Alt + 7
Search the Web	Alt + 2
Select a folder in the Open or Save As dialog box	Alt + 0 to select the folder list; arrow keys to select a folder
Up one level	Alt + 1

## Print

Feature	Keyboard Shortcut
Move around the preview page when zoomed in	Arrow keys
Move by one preview page when zoomed out	Page Up or Page Down
Move to the first preview page when zoomed out	Ctrl + Home
Move to the last preview page when zoomed out	Ctrl + End
Print a document	Ctrl + P
Switch to Print Preview	Alt + Ctrl + I

## Review

Feature	Keyboard Shortcut
Collapse text under a heading	Alt + Shift + Minus Sign
Demote a paragraph	Alt + Shift + Right Arrow
Demote to body text	Ctrl + Shift + N
Expand or collapse all text or headings	Alt + Shift + A or the asterisk (*) key on the numeric keypad
Expand text under a heading	Alt + Shift + Plus Sign
Go to the beginning of a comment	Ctrl + Home
Go to the end of a comment	Ctrl + End
Hide or display character formatting	The slash (/) key on the numeric keypad
Insert a comment	Alt + Ctrl + M
Move selected paragraphs down	Alt + Shift + Down Arrow
Move selected paragraphs up	Alt + Shift + Up Arrow
Promote a paragraph	Alt + Shift + Left Arrow
Show all headings up to Heading n	Alt + Shift + n
Show all headings with the Heading 1 style	Alt + Shift + 1
Show the first line of body text or all body text	Alt + Shift + L
Turn revision marks on or off	Ctrl + Shift + E

## Save as dialog

Feature	Keyboard Shortcut
Commands and settings	Alt + 6
Create folder	Alt + 3
Details	Alt + 5

List	Alt + 4
Look in favorites	Alt + 2
Up one level	Alt + 1

## Select

Feature	Keyboard Shortcut
Extend a selection (or block)	Ctrl + Shift + F8, and then use the arrow keys
Extend a selection to adjacent cells	Hold down Shift and press an arrow key repeatedly
Reduce the selection size	Shift + F8
Select a column	Click in the column's top or bottom cell. Hold down Shift and press the Up Arrow or Down Arrow key repeatedly
Select an entire table	Alt + 5 on the numeric keypad (with Num Lock off)
Select the next cell's contents	Tab
Select the preceding cell's contents	Shift + Tab

## Text box

Feature	Keyboard Shortcut
Move one character to the left or right	Left Arrow or Right Arrow
Move one word to the left or right	Ctrl + Left Arrow or Ctrl + Right Arrow
Move to the beginning of the entry	Home
Move to the end of the entry	End
Select from the insertion point to the beginning of the entry	Shift + Home
Select from the insertion point to the end of the entry	Shift + End
Select or unselect one character to the left	Shift + Left Arrow
Select or unselect one character to the right	Shift + Right Arrow
Select or unselect one word to the left	Ctrl + Shift + Left Arrow
Select or unselect one word to the right	Ctrl + Shift + Right Arrow

## Toolbars

Feature	Keyboard Shortcut
Enter text in a text box	Enter (when the text box is selected)
Perform the action assigned to a button	Enter (when a button is selected)
Select an option from a drop-down list box or from a drop-down menu on a button	Arrow keys to move through options in the list or menu; Enter to select the option you want (when a drop-down list box is selected)
Select the next or previous button or menu on the toolbar	Tab or Shift + Tab (when a toolbar is active)
Select the next or previous toolbar	Ctrl + Tab or Ctrl + Shift + Tab

## Windows

Feature	Keyboard Shortcut
Carry out the Move command (document icon menu, menu bar)	Ctrl + F7
Carry out the Size command (document icon menu, menu bar)	Ctrl + F8
Maximize the document window	Ctrl + F10
Minimize the document window	Ctrl + F9