

## Keys for Working with Documents

|  |               |
|--|---------------|
| Create a new document  | CTRL+N        |
| Open a document  | CTRL+O        |
| Close a document   | CTRL+W        |
| Split a document   | ALT+CTRL+S    |
| Save a document  | CTRL+S        |
| Quit Word  | ALT+F4        |
| Find text, formatting, and special items   | CTRL+F        |
| Repeat find  | ALT+CTRL+Y    |
| Replace text, specific formatting,<br>and special items                              | CTRL+H        |
| Go to a page, bookmark, footnote, table,<br>comment, graphic, or other location      | CTRL+G        |
| Go back to a page, bookmark, footnote, table,<br>comment, graphic, or other location | ALT+CTRL+Z    |
| Browse a document  | ALT+CTRL+HOME |
| Cancel an action   | ESC           |
| Undo an action   | CTRL+Z        |
| Redo or repeat an action   | CTRL+Y        |
| Switch to page layout view   | ALT+CTRL+P    |
| Switch to outline view   | ALT+CTRL+O    |
| Switch to normal view  | ALT+CTRL+N    |
| Move between a master document<br>and its subdocuments                               | CTRL+/        |

## Keys for Formatting Characters and Paragraphs

### Format Characters:

|  |              |
|--|--------------|
| Change the font  | CTRL+SHIFT+F |
| Change the font size   | CTRL+SHIFT+P |
| Increase the font size   | CTRL+SHIFT+> |
| Decrease the font size   | CTRL+SHIFT+< |
| Increase the font size by 1 point                                  | CTRL+]       |
| Decrease the font size by 1 point                                  | CTRL+[       |
| Change the formatting of characters<br>(Font command, Format menu) | CTRL+D       |
| Change the case of letters   | SHIFT+F3     |
| Format letters as all capitals                                     | CTRL+SHIFT+A |
| Apply bold formatting  | CTRL+B       |
| Apply an underline   | CTRL+U       |
| Underline words but not spaces                                     | CTRL+SHIFT+W |
| Double-underline text  | CTRL+SHIFT+D |
| Apply hidden text formatting                                       | CTRL+SHIFT+H |
| Apply italic formatting  | CTRL+I       |
| Format letters as small capitals                                   | CTRL+SHIFT+K |

|   |  |
|---|--|
| Apply subscript formatting<br>(automatic spacing)   | CTRL+EQUAL SIGN  |
| Apply superscript formatting<br>(automatic spacing) | CTRL+SHIFT+PLUS SIGN   |
| Remove manual character formatting                  | CTRL+SPACEBAR  |
| Change the selection to Symbol font                 | CTRL+SHIFT+Q   |
| Display non-printing characters                     | CTRL+SHIFT+* (asterisk)  |
| Review text formatting                              | SHIFT+F1 (then click the<br>text whose formatting you<br>want to review) |
| Copy formats  | CTRL+SHIFT+C   |
| Paste formats                                       | CTRL+SHIFT+V   |

### Format Paragraphs:

|   |               |
|---|---------------|
| Single-space lines                            | CTRL+1        |
| Double-space lines                            | CTRL+2        |
| Set 1.5-line spacing                          | CTRL+5        |
| Add one-line spacing preceding a paragraph    | CTRL+0 (zero) |
| Remove one-line spacing preceding a paragraph | CTRL+0 (zero) |
| Center a paragraph                            | CTRL+E        |
| Justify a paragraph                           | CTRL+J        |
| Left align a paragraph                        | CTRL+L        |
| Right align a paragraph                       | CTRL+R        |
| Indent a paragraph from the left              | CTRL+M        |
| Remove a paragraph indent from the left       | CTRL+SHIFT+M  |
| Create a hanging indent                       | CTRL+T        |
| Reduce a hanging indent                       | CTRL+SHIFT+T  |
| Remove paragraph formatting                   | CTRL+Q        |
| Apply a style                                 | CTRL+SHIFT+S  |
| Start AutoFormat                              | ALT+CTRL+K    |
| Apply the Normal style                        | CTRL+SHIFT+N  |
| 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  |

### Keys for Editing and Moving Text and Graphics

#### Delete Text and Graphics:

|                                    |                |
|------------------------------------|----------------|
| Delete one character to the left   | BACKSPACE      |
| Delete one word to the left        | CTRL+BACKSPACE |
| Delete one character to the right  | DELETE         |
| Delete one word to the right       | CTRL+DELETE    |
| Cut selected text to the Clipboard | CTRL+X         |
| Undo the last action               | CTRL+Z         |

|                                  |                   |                                  |
|----------------------------------|-------------------|----------------------------------|
| Cut to the Spike                 |                   | CTRL+F3                          |
| Copy and Move Text and Graphics: |                   |                                  |
| Copy text or graphics            |                   | CTRL+C                           |
| Move text or graphics            | F2 (then move the | insertion point and press ENTER) |
| Create AutoText                  |                   | ALT+F3                           |
| Paste the Clipboard contents     |                   | CTRL+V                           |
| Paste the Spike contents         |                   | CTRL+SHIFT+F3                    |

**Insert Special Characters:**

|                                 |  |                     |
|---------------------------------|--|---------------------|
| A field                         |  | CTRL+F9             |
| An AutoText entry               | ENTER (after typing the first few characters of the<br>AutoText entry name and when the ScreenTip appears) |                     |
| A line break                    |  | SHIFT+ENTER         |
| A page break                    |  | CTRL+ENTER          |
| A column break                  |  | CTRL+SHIFT+ENTER    |
| An optional hyphen              |  | CTRL+HYPHEN         |
| A non-breaking hyphen           |  | CTRL+SHIFT+HYPHEN   |
| A non-breaking space            |  | CTRL+SHIFT+SPACEBAR |
| The copyright symbol            |  | ALT+CTRL+C          |
| The registered trademark symbol |  | ALT+CTRL+R          |
| The trademark symbol            |  | ALT+CTRL+T          |
| An ellipsis                     |  | ALT+CTRL+period     |

**Select Text and Graphics:**

**NOTE:** Select text by holding down SHIFT and pressing the key that moves the insertion point.

|  |   |
|--|---|
| One character to the right   | SHIFT+RIGHT ARROW                                 |
| One character to the left  | SHIFT+LEFT ARROW                                  |
| To the end of a word   | CTRL+SHIFT+RIGHT ARROW                            |
| To the beginning of a word   | CTRL+SHIFT+LEFT ARROW                             |
| To the end of a line   | SHIFT+END   |
| To the beginning of a line   | SHIFT+HOME  |
| One line down  | SHIFT+DOWN ARROW                                  |
| One line up  | SHIFT+UP ARROW                                    |
| To the end of a paragraph  | CTRL+SHIFT+DOWN ARROW                             |
| To the beginning of a paragraph  | CTRL+SHIFT+UP ARROW                               |
| One screen down  | SHIFT+PAGE DOWN                                   |
| One screen up  | SHIFT+PAGE UP                                     |
| To the end of a window   | ALT+CTRL+PAGE DOWN                                |
| To the beginning of a document   | CTRL+SHIFT+HOME                                   |
| To include the entire document   | CTRL+A  |
| To a vertical block of text<br>use the arrow keys; press<br>ESC to cancel selection mode | CTRL+SHIFT+F8, and then                           |
| To a specific location in a document   | F8+arrow keys; press ESC to cancel selection mode |

**TIP:** If you know the key combination to move the insertion point, you can select the text by using the same key combination while holding down **SHIFT**. For example, **CTRL+RIGHT ARROW** moves the insertion point to the next word, and **CTRL+SHIFT+RIGHT ARROW** selects the text from the insertion point to the beginning of the next word.

### **Select Text and Graphics in a Table:**

|                                      |  |
|--------------------------------------|--|
| Select the next cell's contents      | TAB  |
| Select the preceding cell's contents | SHIFT+TAB  |
| Extend a selection to adjacent cells | Hold down <b>SHIFT</b> and press an arrow key repeatedly   |
| Select a column                      | Click in the column's top or bottom cell. Hold down <b>SHIFT</b> and press the <b>UP ARROW</b> or <b>DOWN ARROW</b> key repeatedly |
| Extend a selection (or block)        | <b>CTRL+SHIFT+F8</b> , and then use the arrow keys; press <b>ESC</b> to cancel selection mode                                      |
| Reduce the selection size            | <b>SHIFT+F8</b>  |
| Select an entire table               | <b>ALT+5</b> on the numeric keypad (with <b>NUM LOCK</b> off)  |

### **Extend a Selection:**

|                                  |   |
|----------------------------------|---|
| Turn extend mode on              | <b>F8</b>   |
| Select the nearest character     | <b>F8</b> , and then press <b>LEFT ARROW</b> or <b>RIGHT ARROW</b>                |
| Increase the size of a selection | <b>F8</b> (press once to select a word, twice to select a Sentence, and so forth) |
| Reduce the size of a selection   | <b>SHIFT+F8</b>   |
| Turn extend mode off             | <b>ESC</b>  |

### **Move the Insertion Point:**

|                                    |                           |
|------------------------------------|---------------------------|
| One character to the left          | <b>LEFT ARROW</b>         |
| One character to the right         | <b>RIGHT ARROW</b>        |
| One word to the left               | <b>CTRL+LEFT ARROW</b>    |
| One word to the right              | <b>CTRL+RIGHT ARROW</b>   |
| One paragraph up                   | <b>CTRL+UP ARROW</b>      |
| One paragraph down                 | <b>CTRL+DOWN ARROW</b>    |
| One cell to the left (in a table)  | <b>SHIFT+TAB</b>          |
| One cell to the right (in a table) | <b>TAB</b>                |
| Up one line                        | <b>UP ARROW</b>           |
| Down one line                      | <b>DOWN ARROW</b>         |
| To the end of a line               | <b>END</b>                |
| To the beginning of a line         | <b>HOME</b>               |
| To the top of the window           | <b>ALT+CTRL+PAGE UP</b>   |
| To the end of the window           | <b>ALT+CTRL+PAGE DOWN</b> |
| Up one screen (scrolling)          | <b>PAGE UP</b>            |
| Down one screen (scrolling)        | <b>PAGE DOWN</b>          |
| To the top of the next page        | <b>CTRL+PAGE DOWN</b>     |
| To the top of the previous page    | <b>CTRL+PAGE UP</b>       |
| To the end of a document           | <b>CTRL+END</b>           |
| To the beginning of a document     | <b>CTRL+HOME</b>          |
| To a previous revision             | <b>SHIFT+F5</b>           |

To the location of the insertion point when the document was last closed      SHIFT+F5

### **Move Around in a Table:**

|                        |               |
|------------------------|---------------|
| Next cell in a row     | TAB           |
| Previous cell in a row | SHIFT+TAB     |
| First cell in a row    | ALT+HOME      |
| Last cell in a row     | ALT+END       |
| First cell in a column | ALT+PAGE UP   |
| Last cell in a column  | ALT+PAGE DOWN |
| Previous row           | UP ARROW      |
| Next row               | DOWN ARROW    |

### **Insert Paragraphs and Tab Characters in a Table:**

|                          |          |
|--------------------------|----------|
| New paragraphs in a cell | ENTER    |
| Tab characters in a cell | CTRL+TAB |

### **Keys for Reviewing Documents**

|                                  |              |
|----------------------------------|--------------|
| Insert a comment                 | ALT+CTRL+M   |
| Turn revision marks on or off    | CTRL+SHIFT+E |
| Go to the beginning of a comment | CTRL+HOME    |
| Go to the end of a comment       | CTRL+END     |

### **Keys for Performing a Mail Merge**

|                                 |             |
|---------------------------------|-------------|
| Preview a mail merge            | ALT+SHIFT+K |
| Merge a document                | ALT+SHIFT+N |
| Print the merged document       | ALT+SHIFT+M |
| Edit a mail-merge data document | ALT+SHIFT+E |
| Insert a merge field            | ALT+SHIFT+F |

### **Keys for Printing and Previewing Documents**

|  |                      |
|--|----------------------|
| Print a document                               | CTRL+P               |
| Switch to Print Preview                        | ALT+CTRL+I           |
| 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             |

### **Keys for Working with Fields**

|   |               |
|---|---------------|
| A DATE field  | ALT+SHIFT+D   |
| A LISTNUM field                                     | ALT+CTRL+L    |
| A PAGE field  | ALT+SHIFT+P   |
| A TIME field  | ALT+SHIFT+T   |
| An empty field                                      | CTRL+F9       |
| Update linked information in a Word source document | CTRL+SHIFT+F7 |

|                        |               |
|------------------------|---------------|
| Update selected fields | F9            |
| Unlink a field         | CTRL+SHIFT+F9 |

### Keys for Working with a Document Outline

|   |   |
|---|---|
| Promote a paragraph                               | ALT+SHIFT+LEFT ARROW                                      |
| Demote a paragraph                                | ALT+SHIFT+RIGHT ARROW                                     |
| Demote to body text                               | CTRL+SHIFT+N  |
| Move selected paragraphs up                       | ALT+SHIFT+UP ARROW  |
| Move selected paragraphs down                     | ALT+SHIFT+DOWN ARROW                                      |
| Expand text under a heading                       | ALT+SHIFT+PLUS SIGN                                       |
| Collapse text under a heading                     | ALT+SHIFT+MINUS SIGN                                      |
| Expand or collapse all text or headings           | ALT+SHIFT+A or the asterisk (*) key on the numeric keypad |
| Hide or display character formatting              | The slash (/) key on the numeric keypad                   |
| Show the first line of body text or all body text | ALT+SHIFT+L   |
| Show all headings with the Heading 1 style        | ALT+SHIFT+1   |
| Show all headings up to Heading n                 | ALT+SHIFT+n   |

### Keys for Menus

|  |                           |
|--|---------------------------|
| Show the shortcut menu   | SHIFT+F10                 |
| Make the menu bar active   | F10                       |
| Show the program icon menu<br>(on the program title bar)   | ALT+SPACEBAR              |
| Select the next or previous command<br>on the menu or submenu<br>(with the menu or submenu<br>displayed)             | DOWN ARROW or UP ARROW    |
| Select the menu to the left or right; or,<br>with a submenu visible, switch between<br>the main menu and the submenu | LEFT ARROW or RIGHT ARROW |
| Select the first or last command on the menu<br>or submenu   | HOME or END               |
| Close the visible menu<br>and submenu at the same time   | ALT                       |
| Close the visible menu; or, with a<br>submenu visible, close the submenu only  | ESC                       |

**TIP:** You can select any menu command on the menu bar or on a visible toolbar with the keyboard. Press ALT to select the menu bar. (To then select a toolbar, press CTRL+TAB; repeat until the toolbar you want is selected.) Press the letter that is underlined in the menu name that contains the command you want. In the menu that appears, press the letter underlined in the command name that you want.

**NOTE:** The following shortcut is not in Help.

|  |                     |
|--|---------------------|
| Remove Items from menu (MRU, Commands, etc.) | CTRL+ALT+Hyphen (-) |
|--|---------------------|

Pointer turns to minus sign when keys are pressed, then open menu and click item to be removed.

### Keys for Toolbars

|   |                               |
|---|-------------------------------|
| Make the menu bar active  | F10                           |
| Select the next or previous toolbar   | CTRL+TAB or<br>CTRL+SHIFT+TAB |
| Select the next or previous button<br>or menu on the toolbar<br>(toolbar is active) | TAB or SHIFT+TAB (when a      |
| Open the menu<br>(toolbar is selected)  | ENTER (when a menu on a       |
| Perform the action assigned to a button<br>(selected)                               | ENTER (when a button is       |
| Enter text in a text box<br>(is selected)   | ENTER (when the text box      |

### Keys for Windows and Dialog Boxes

|  |                                   |
|--|-----------------------------------|
| Switch to the next program   | ALT+TAB                           |
| Switch to the previous program   | ALT+SHIFT+TAB                     |
| Show the Windows Start menu  | CTRL+ESC                          |
| Close the active document window   | CTRL+W                            |
| Restore the active document window   | CTRL+F5                           |
| Switch to the next document window   | CTRL+F6                           |
| Switch to the previous document window   | CTRL+SHIFT+F6                     |
| Carry out the Move command<br>(document icon menu, menu bar)   | CTRL+F7                           |
| Carry out the Size command<br>(document icon menu, menu bar)   | CTRL+F8                           |
| Maximize the document window   | CTRL+F10                          |
| Select a folder in the Open<br>or Save As dialog box (File menu)<br>folder list; arrow keys<br>to select a folder          | ALT+0 to select the               |
| Choose a toolbar button in the Open<br>or Save As dialog box (File menu)<br>left most button, 2 is<br>the next, and so on) | ALT+ number (1 is the             |
| Update the files visible in the Open<br>or Save As dialog box (File menu)  | F5                                |
| Switch to the next tab in a dialog box<br>DOWN   | CTRL+TAB or CTRL+PAGE             |
| Switch to the previous tab in a dialog box   | CTRL+SHIFT+TAB or<br>CTRL+PAGE UP |

|  |  |
|--|--|
| Move to the next option or option group  | TAB                                    |
| Move to the previous option or option group  | SHIFT+TAB                              |
| Move between options in the selected drop-down list box or between some options in a group of options  | Arrow keys                             |
| Perform the action assigned to the selected button; select or clear the check box  | SPACEBAR                               |
| Move to the option by the first letter in the option name in a drop-down list box letter in the option name you want (when a drop-down list box is selected) | Letter key for the first               |
| Select the option or select or clear the check box by the letter underlined in the option name ALT+ letter key   |  |
| Open a drop-down list box drop-down list box is selected)  | ALT+DOWN ARROW (when a                 |
| Close a drop-down list box list box is selected)   | ESC (when a drop-down                  |
| Perform the action assigned to the default button in the dialog box  | ENTER                                  |
| Cancel the command and close the dialog box  | ESC                                    |
| Move to the beginning of the entry   | HOME                                   |
| Move to the end of the entry   | END                                    |
| 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<br>CTRL+RIGHT ARROW |
| 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 deselect one character to the left   | SHIFT+LEFT ARROW                       |
| Select or deselect one character to the right  | SHIFT+RIGHT ARROW                      |
| Select or deselect one word to the left  | CTRL+SHIFT+LEFT ARROW                  |
| Select or deselect one word to the right   | CTRL+SHIFT+RIGHT ARROW                 |

### **Keys for Working with Web Pages**

|                     |                 |
|---------------------|-----------------|
| Insert a hyperlink  | CTRL+K          |
| Go back one page    | ALT+LEFT ARROW  |
| Go forward one page | ALT+RIGHT ARROW |
| Refresh             | F9              |



## **Keys for Working with Cross-References, Footnotes, and Endnotes**

|                                   |             |
|-----------------------------------|-------------|
| Mark a table of contents entry    | ALT+SHIFT+O |
| Mark a table of authorities entry | ALT+SHIFT+I |
| Mark an index entry               | ALT+SHIFT+X |
| Insert a footnote                 | ALT+CTRL+F  |
| Insert an endnote                 | ALT+CTRL+E  |

## **Keys for Using the Office Assistant**

|   |   |
|---|---|
| Make the Office Assistant balloon active                          | ALT+F6  |
| 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)  |
| See more Help topics  | ALT+DOWN ARROW  |
| See previous Help topics  | ALT+UP ARROW  |
| Close an Office Assistant message                                 | ESC   |
| Get Help from the Office Assistant                                | F1  |
| Display the next tip  | ALT+N   |
| Display the previous tip  | ALT+B   |
| Close tips  | ESC   |
| Show or hide the Office Assistant in a wizard                     | TAB to select the Office Assistant button;<br>SPACEBAR to show the Assistant or turn off Help with the wizard |

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