











# Keyboard Shortcuts for Microsoft Word

**NOTE:**  symbol indicates a Windows standard keystroke, which will work the same in most Windows programs.  
 symbol indicates that the keystroke is a toggle (use it once to turn the feature on, again to turn it off.)






## Keyboard Shortcuts for Navigation








Move right one character 	Right Arrow	Next Browse Object	Ctrl+Page Down
Move left one character 	Left Arrow	Open Browse Toolbar	Alt+Ctrl +Home
Move up one line 	Up Arrow	Top of Previous Page	User must assign
Move down one line 	Down Arrow	Top of Next Page	User must assign
Move to left end of the current line 	Home	Move to start of document	Ctrl-Home
Move to right end of current line 	End	Move to end of document	Ctrl-End
Move up 1 screen (approx. 20 lines)	Page Up	Go To specific page or bookmark	F5 or Ctrl+G
Move down 1 screen (approx. 20 lines)	Page Down	Move to the previous frame or object	Alt+Up Arrow
Move to top of current screen	Alt+Ctrl+Page Up	Move to the next frame or object	Alt+Down Arrow
Move to bottom of current screen	Alt+Ctrl+Page Down	Move to a previous revision	Shift+F5
Move 1 word to right 	Ctrl-Right Arrow	Bookmark dialog box	Ctrl+Shift+F5
Move 1 word to left 	Ctrl-Left Arrow	Add Hyperlink	Ctrl +K
Previous Browse Object	Ctrl+Page Up	Forward Hyperlink (next web page)	Alt+left arrow
		Backward Hyperlink (previous web page)	Alt+right arrow

## Keyboard Shortcuts for Selecting




Select all (the entire document)	Ctrl + A	Reduce a selection any amount	Shift+Any backward navigation keystroke
Turn on extend selection mode	F8	Vertical block of text	Ctrl+Shift+F8, then use the arrow keys. Esc to cancel selection mode
Cancel extend selection mode	Esc		
Select to a particular character	F8, then the character		
<i><b>NOTE: You can also use the mouse with the Shift key to select from the current insertion point or selection to any point.</b></i>			
Extend a selection in increments	F8		
Extend a selection any amount	Shift+Any forward navigation keystroke		
Reduce a selection in increments	Shift+F8		
<i><b>NOTE: You can also use the mouse with the Alt key to select a vertical block of text</b></i>			
		Select an entire table (NUMLOCK on)	Alt+Shift+5 on the numeric keypad
		Select an entire table (NUMLOCK off)	Alt+5 on the numeric keypad

## Keyboard Shortcuts for Editing

Delete character right of insertion pt. 	Del	Delete word right of the insertion pt. 	Ctrl+Del
Delete character left of insertion pt. 	Backspace	Delete entire selection 	Del or Backspace
Delete word left of the insertion pt. 	Ctrl+ Backspace		

Replace entire selection 	Any character	Insert Spike contents	Ctrl+Shift+F3
Undo 	Ctrl+Z	Move text or graphics	F2
Redo	Alt+Shift+Backspace	Move paragraph up or down	Alt+Shift+arrow
Repeat	Ctrl+Y	De-select text (return to insertion point)	Any arrow key
Select entire document 	Ctrl+A	Line break (new line, same paragraph)	Shift+Enter
Cut to the Clipboard 	Ctrl+X	Page break 	Ctrl+Enter
Copy to the Clipboard 	Ctrl+C	Find	Ctrl+F
Copy without Clipboard (WP style)	Shift+F2	Find Next	Shift+F4
Cut to the Spike	Ctrl+F3	Replace	Ctrl+H
Copy formats	Ctrl+Shift+C	Run Proofing (Spelling/Grammar)	F7
Paste 	Ctrl+V	Go to next misspelling	Alt+F7
Paste formats	Ctrl+Shift+V	Thesaurus	Shift+F7
		Create AutoText	Alt+F3








### Keyboard Shortcuts for Font Formatting

Bold  ⇔	Ctrl+B	Change case	Shift+F3
Italic  ⇔	Ctrl+I	All capital letters ⇔	Ctrl+Shift+A
Underline  ⇔	Ctrl+U	Format as hidden text ⇔	Ctrl+Shift+H
Underline words only ⇔	Ctrl+Shift+W	Small capitals ⇔	Ctrl+Shift+K
Double underline ⇔	Ctrl+Shift+D	Subscript ⇔	Ctrl+=
Enlarge font one size	Ctrl+Shift+>	Superscript ⇔	Ctrl+Shift+=
Reduce font one size	Ctrl+Shift+<	Strikethrough ⇔	Alt+Ctrl+underscore
Enlarge font one point	Ctrl+] ]	Symbol font	Ctrl+Shift+Q
Reduce font one point	Ctrl+[ [	Remove direct font formatting	Ctrl+Shift+Z [Ctrl]+Spacebar
Activate Font list	Ctrl+Shift+F	Activate symbol font for next character	Ctrl+Shift+Q
Activate Font Size	Ctrl+Shift+P		
Open Font Dialog box	Ctrl+D		






### Keyboard Shortcuts for Paragraph Formatting

Left justify paragraph	Ctrl+L	Add/remove 1 line of space above text ⇔	Ctrl+0 (Zero)
Center paragraph	Ctrl+E	Remove a paragraph indent from the left	Ctrl+Shift+M
Right justify paragraph	Ctrl+R	Create a hanging indent	Ctrl+T
Fully justify paragraph	Ctrl+J	Reduce a hanging indent	Ctrl+SHIFT+ T
Indent paragraph	Ctrl+M	Assign an action to a shortcut key	Alt+Ctrl+ Plus Sign on the numeric keypad
Demote to body text	Ctrl+Shift+N	Remove direct paragraph formatting	Ctrl+Q
Create single-spaced lines	Ctrl+1	Return selected text to style format	Ctrl+Spacebar
Create double-spaced lines	Ctrl+2		
Create one-and-a-half-spaced lines	Ctrl+5		



### Keyboard Shortcuts for Document & Window Control

New document	Ctrl+N	Maximize current document window	Ctrl+F10
Open existing document	Ctrl+O, or Ctrl+F12	Restore the program window 	Alt+F5
Save	Ctrl+S, or Shift+F12	Restore the current document window	Ctrl+F5
Save As...	F12	Move a restored document window	Ctrl F7, arrow keys, Enter
Switch to Normal View	Alt+Ctrl+N	Resize restored document window	Ctrl+F8, arrow keys, Enter
Switch to Outline View	Alt+Ctrl+O	Split a document window	Alt+Ctrl+S, arrow keys, Enter
Switch to Page Layout View	Alt+Ctrl+P	Display nonprinting characters	Ctrl+Shift+*
Next pane within window 	F6	Close document window	Ctrl+W or Ctrl+F4
Previous pane within windows 	Shift+F6	Close the program 	Alt+F4
Close active window pane (remove split)	Alt+Shift+C	Show Visual Basic editor	Alt+F11
Next window 	Ctrl+F6	Launch Microsoft System Info	Alt+Ctrl+F1
Previous window 	Shift + Ctrl+F6		
Maximize the program window 	Alt+F10		

### Keyboard Shortcuts for Other Basic Word Functions

Execute a highlighted menu choice 	Enter	Print preview	Ctrl+F2, or Alt+Ctrl+I
Execute dialog box default button 	Enter	Activate menu bar 	Alt, or F10
Cancel a menu or dialog box 	Esc	Activate shortcut menu	Shift+F10
Help (context sensitive) 	F1	Customize keyboard assignment for toolbar button	Alt+Ctrl++
Reveal format mouse pointer	Shift+F1		
Print	Ctrl+P, or Ctrl+Shift+ F12		

### Keyboard Shortcuts for Tables

Move to the next cell 	Tab	Move one column to the left	Ctrl+Up Arrow
Move to the previous cell 	Shift+Tab	Move one column to the right	Ctrl+Down Arrow
Move up one cell	Up Arrow	Select columns	Press Alt and click the mouse button
Move down one cell	Down Arrow	Select the entire table	Alt+Ctrl+ Shift+A
Move to beginning of current row	Alt+Home	Insert a tab character in the table	Ctrl+Tab
Move to end of current row	Alt+End	(Table) AutoFormat Update Look	Alt+Ctrl+U
Move to beginning of current column	Alt+Page Up		
Move to end of current column	Alt+Page Down		

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## Keyboard Shortcuts for Columns

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Insert column break	Ctrl+Shift+ Enter
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## Keyboard Shortcuts for Styles

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Apply the Normal style	Ctrl+Shift+N	Activate Style Box—Formatting Toolbar	Ctrl+Shift+S
Apply Heading 1 style	Alt+Ctrl+1	Open Style dialog box (toolbar hidden)	Ctrl+Shift+S
Apply Heading 2 style	Alt+Ctrl+2	Promote a paragraph	Alt+Shift+Left Arrow
Apply Heading 3 style	Alt+Ctrl+3	Demote a paragraph	Alt+Shift+ Right Arrow
Apply the List style	Ctrl+Shift+L		
Apply ListBullet style	Alt+Shift+L		

## Keyboard Shortcuts for Outlining

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<i>NOTE: Outlining also uses Styles shortcuts</i>		Show all text or headings	Alt+Shift+A
Demote paragraph	Alt+Shift+ Right Arrow	Display all text	The asterisk (*) key on the numeric keypad
Promote paragraph	Alt+Shift+ Left Arrow	Hide or display character formatting	The forward slash (/) key on the numeric keypad
Move selected paragraphs up	Alt+Shift+ Up Arrow	Show the first line or all of body text	Alt+Shift+L
Move selected paragraphs down	Alt+Shift+ Down Arrow	Show all headings with Heading 1 style	Alt+Shift+1
Expand text under a heading	Alt+Shift+ Plus Sign	Show all headings up to Heading "N".	Alt+Shift+N
Collapse text under a heading	Alt+Shift+ Minus Sign	Toggle hyperlinks/subdocuments	Ctrl+\

## Keyboard Shortcuts for Fields, Notations and References

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Update selected fields	F9	Mark TOC Entry	Alt+Shift+O
Insert a blank field	Ctrl+F9	Toggle field display ⇔	Shift+F9
Insert Date field	Alt+Shift+D	Switch between field codes or results ⇔	Alt+F9
Insert Time field	Alt+Shift+T	Update linked info in other document	Ctrl+Shift+F7
Insert Page field	Alt+Shift+P	Unlink a field	Ctrl+Shift+F9, Ctrl+6
Insert ListNum field	Alt+Ctrl+L	Perform the action in selected field	Alt+Shift+F9
Insert Annotation	Alt+Ctrl+M	Go to the next field	F11
Insert Footnote	Alt+Ctrl+F	Go to the previous field	Shift+F11
Insert Endnote	Alt+Ctrl+E	Lock a field	Ctrl+F11, Ctrl+6
Insert Hyperlink	Ctrl + K	Unlock a field	Ctrl+F4
Mark Index Entry	Alt+Shift+X		
Mark Citation Entry	Alt+Shift+I		

## Keyboard Shortcuts for Merging

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

### Keyboard Shortcuts for Special Characters (also see "Symbol" under "Insert" on the menu bar)

Optional hyphen	Ctrl+Hyphen	Ellipsis	Alt+Ctrl+ Period
Nonbreaking hyphen	Ctrl+Shift+Hyphen	Single opening quotation mark	Ctrl+',`
Nonbreaking space	Ctrl+Shift+Spacebar	Single closing quotation mark	Ctrl+','
Copyright symbol	Alt+Ctrl+C	Double opening quotation mark	Ctrl+',"
Registered trademark symbol	Alt+Ctrl+R	Double closing quotation mark	Ctrl+',"
Trademark symbol	Alt+Ctrl+T	Accented character	Ctrl+', letter to be accented

### Other Keyboard Shortcuts

Insert Autotext	F3 or Alt+Ctrl+V	Assign action to shortcut key	Alt+Ctrl+ Numeric Plus Sign
Start AutoFormat	Alt+Ctrl+K	Link Header/Footer to previous section	Alt+Shift+R
Add command to menu	Alt+Ctrl+=	Tools...Macro dialog box	Alt+F8
Remove command from menu	Alt+Ctrl+-	Revision marks on/off	Ctrl+Shift+E