

## **WORD SHORTCUTS**

- All Caps (Ctrl + Shift + A)
- Annotation (Alt + Ctrl + A)
- App Maximize (Alt + F10)
- App Restore (Alt + F5)
- Apply Heading1 (Alt + Ctrl + 1)
- Apply Heading2 (Alt + Ctrl + 2)
- Apply Heading3 (Alt + Ctrl + 3)
- Apply List Bullet (Ctrl + Shift + L)
- Auto Format (Ctrl + K)
- Auto Text (Alt + F3)
- Bold (Ctrl + B)
- Bold (Ctrl + Shift + B)
- Bookmark (Ctrl + Shift + F5)
- Bullets and Numbering )
- Cancel (Esc)
- Center Paragraph(Ctrl + Shift + E)
- Center Paragraph(Ctrl + E)
- Change Case (Shift + F3)
- Character Left (Left Arrow)
- Character Left Extend (Shift + Left Arrow)
- Character Right (Right Arrow)
- Character Right Extend (Shift + Right Arrow)
- Clear (Del)
- Close Pane (Alt + Shift + C)
- Column Break (Ctrl + Shift + Enter)
- Column Select (Ctrl + Shift + F8)
- Copy (Ctrl + C)
- Copy (Ctrl + Ins)
- Copy Format (Ctrl + Shift + C)
- Copy Text (Shift + F2)
- Customize Add Menu Shortcut (Alt + Ctrl + =)
- Customize Keyboard Shortcut (Alt + Ctrl + Num +)
- Customize Remove Menu Shortcut (Alt + Ctrl + -)
- Cut (Ctrl + X)
- Cut (Shift + Del)
- Date Field (Alt + Shift + D)
- Delete Back Word (Ctrl + Backspace)
- Delete Word (Ctrl + Del)
- Do Field Click (Alt + Shift + F9)
- Document Close (Ctrl + W)
- Document Close (Ctrl + F4)
- Document Maximize (Ctrl + F10)
- Document Move (Ctrl + F7)
- Document Restore (Ctrl + F5)

- Document Size (Ctrl + F8)
- Document Split (Alt + Ctrl + S)
- Double Underline (Ctrl + Shift + D)
- End of Column (Alt + Page Down)
- End of Column (Alt + Shift + Page Down)
- End of Document Extend (Ctrl + Shift + End)
- End of Document (Ctrl + End)
- End of Line (End)
- End of Line Extend (Shift + End)
- End of Row (Alt + End)
- End of Row (Alt + Shift + End)
- End of Window (Ctrl + Page Down)
- End of Window Extend (Ctrl + Shift + Page Down)
- Endnote Now (Alt + Ctrl + E)
- Exit (Alt + F4)
- Extend Selection (F8)
- Field Chars (Ctrl + F9)
- Field Codes (Alt + F9)
- Find (Ctrl + F)
- Font (Ctrl + D)
- Font Change (Ctrl + Shift + F)
- Font Size Select (Ctrl + Shift + P)
- Font Size Increase (Ctrl + Shift + > )
- Font Size Decrease (Ctrl + Shift + < )
- Font Size Increase by 1 point (Ctrl + Shift + ] )
- Font Size Decrease by 1 point (Ctrl + Shift + [ )
- Footnote Now (Alt + (Ctrl + F)
- Format Letters; toggles between upper and lower case (Ctrl + Shift + A)
- Format Letters; as small capitals (Ctrl + Shift + K)
- Go Back (Shift + F5)
- Go Back (Alt + (Ctrl + Z)
- Go To (Ctrl + G)
- Go To (F5)
- Go to Next Page (Alt + Ctrl + Page Down)
- Go to Previous Page (Alt + Ctrl + Page Up)
- Goto Annotation Scope (Alt + F11)
- Grow Font (Ctrl + Shift + .)
- Grow Font One Point (Ctrl + ] )
- Hanging Indent (Ctrl + T)
- Hanging Indent Reduce (Ctrl + Shift + T)
- Header Footer Link (Alt + Shift + R)
- Help (F1)
- Hidden (Ctrl + Shift + H)
- Indent (Ctrl + M)
- Italic (Ctrl + I)
- Italic (Ctrl + Shift + I)

- Justify Paragraph(Ctrl + J)
- Left Paragraph(Ctrl + L)
- Line Down (Down Arrow)
- Line Down Extend (Shift + Down)
- Line Up (Up Arrow)
- Line Up Extend (Shift + Up)
- Lock Fields (Ctrl + 3)
- Lock Fields (Ctrl + F11)
- Mail Merge: Create Data Source Dialog Box
  - Remove Field Name (Alt + R)
  - Add Field Name (Alt + A)
  - Move To Field Name List (Alt + N)
  - Move Back to Field Name Box (Alt + F)
- Mail Merge Check - Preview (Alt + Shift + K)
- Mail Merge Edit Data Source (Alt + Shift + E)
- Mail Merge to Document (Alt + Shift + N)
- Mail Merge: Merge Field (Alt + Shift + F) then use down arrow to move to field
- Mail Merge to Printer (Alt + Shift + M)
- Mark Citation (Alt + Shift + I)
- Mark Index Entry (Alt + Shift + X)
- Mark Table of Contents Entry (Alt + Shift + O)
- Menu Mode F10)
- Microsoft System Information(Alt + Ctrl + F1)
- Move Text (F2)
- New (Ctrl + N)
- Next Field (F11)
- Next Field (Alt + F1)
- Next Misspelling (Alt + F7)
- Next Object (Alt + Down)
- Next Window (Ctrl + F6)
- Next Window (Alt + F6)
- Normal (Alt + Ctrl + N)
- Normal Style (Ctrl + Shift + N)
- Normal Style (Alt + Shift + Num 5)
- Open or Close Up Paragraph(Ctrl + 0)
- Other Pane (F6)
- Other Pane Shift + F6)
- Outline (Alt + (Ctrl + O)
- Outline Collapse (Alt + Shift + -)
- Outline Collapse (Alt + Shift + Num -)
- Outline Demote (Alt + Shift + Right)
- Outline Expand (Alt + Shift + =)
- Outline Expand (Alt + Shift + Num +)
- Outline Move Down (Alt + Shift + Down)
- Outline Move Up (Alt + Shift + Up)
- Outline Promote (Alt + Shift + Left)

- Outline Show First Line (Alt + Shift + L)
- Overtyping (Ins)
- Page (Alt + Ctrl + P)
- Page Break (Ctrl + Enter)
- Page Down (Page Down)
- Page Down Extend (Shift + Page Down)
- Page Field (Alt + Shift + P)
- Page Up (Page Up)
- Page Up Extend (Shift + Page Up)
- Paragraph Down (Ctrl + Down)
- Paragraph Down Extend (Ctrl + Shift + Down)
- Paragraph Up (Ctrl + Up)
- Paragraph Up Extend (Ctrl + Shift + Up)
- Paste (Ctrl + V)
- Paste (Shift + Ins)
- Paste Format (Ctrl + Shift + V)
- Previous Field (Shift + F11)
- Previous Field (Alt + Shift + F1)
- Previous Object (Alt + Up)
- Previous Window (Ctrl + Shift + F6)
- Previous Window (Alt + Shift + F6)
- Print (Ctrl + P)
- Print (Ctrl + Shift + F12)
- Print Preview (Ctrl + F2)
- Print Preview (Alt + Ctrl + I)
- Redo (Alt + Shift + Backspace)
- Redo or Repeat (Ctrl + Y)
- Redo or Repeat (F4)
- Redo or Repeat (Alt + Enter)
- Repeat Find (Shift + F4)
- Repeat Find (Alt + Ctrl + Y)
- Replace (Ctrl + H)
- Reset Char (Ctrl + Space)
- Reset Char (Ctrl + Shift + Z)
- Reset Paragraph (Ctrl + Q)
- Right Paragraph (Ctrl + R)
- Save (Ctrl + S)
- Save (Shift + F12)
- Save (Alt + Shift + F2)
- Save As (F12)
- Select All (Ctrl + A)
- Select All (Ctrl + Num 5)
- Select All (Ctrl + Num 5)
- Select Table (Alt + Num 5)
- Show All (Ctrl + Shift + 8)
- Show All Headings (Alt + Shift + A)

- Show All Headings (Alt + Shift + A)
- Show Heading1 (Alt + Shift + 1)
- Show Heading2 (Alt + Shift + 2)
- Show Heading3 (Alt + Shift + 3)
- Show Heading4 (Alt + Shift + 4)
- Show Heading5 (Alt + Shift + 5)
- Show Heading6 (Alt + Shift + 6)
- Show Heading7 (Alt + Shift + 7)
- Show Heading8 (Alt + Shift + 8)
- Show Heading9 (Alt + Shift + 9)
- Shrink Font (Ctrl + Shift + ,)
- Shrink Font One Point (Ctrl + [ )
- Shrink Selection (Shift + F8)
- Small Caps (Ctrl + Shift + K)
- Space Para1 (Ctrl + 1)
- Space Para15 (Ctrl + 5)
- Space Para2 (Ctrl + 2)
- Spelling (F7)
- Spelling Dialog Box:
  - Ignore (Alt + I)
  - Ignore All (Alt + G)
  - Change (Alt + L)
  - Change All (Alt + I)
  - Add to Spell Checker (Alt + A)
  - Delete (Alt + D)
- Spike (Ctrl + Shift + F3)
- Spike (Ctrl + F3)
- Start of Column (Alt + Page Up)
- Start of Column (Alt + Shift + Page Up)
- Start of Document Extend (Ctrl + Shift + Home)
- Start of Document (Ctrl + Home)
- Start of Line (Home)
- Start of Line Extend (Shift + Home)
- Start of Row (Alt + Home)
- Start of Row (Alt + Shift + Home)
- Start of Window (Ctrl + Page Up)
- Start of Window Extend (Ctrl + Shift + Page Up)
- Style (Ctrl + Shift + S)
- Subscript (Ctrl + =)
- Superscript (Ctrl + Shift + =)
- Symbol Font (Ctrl + Shift + Q)
- Thesaurus (Shift + F7)
- Time Field (Alt + Shift + T)
- Toggle Field Display (Shift + F9)
- Tool (Shift + F1)
- Un Hang (Ctrl + Shift + T)

- Un Indent (Ctrl + Shift + M)
- Underline (Ctrl + U)
- Underline (Ctrl + Shift + U)
- Underline Single Words, more than one word must be selected (Ctrl + Shift + W)
- Underline, Double Underline Text, (Ctrl + Shift + D)
- Undo (Ctrl + Z)
- Undo (Alt + Backspace)
- Unlink Fields (Ctrl + 6)
- Unlink Fields (Ctrl + Shift + F9)
- Unlock Fields (Ctrl + 4)
- Unlock Fields (Ctrl + Shift + F11)
- Update Auto Format (Alt + Ctrl + U)
- Update Fields F9)
- Update Fields (Alt + Shift + U)
- Update Source (Ctrl + Shift + F7)
- Word Left (Ctrl + Left Arrow)
- Word Left (Alt + Left Arrow)
- Word Left Extend (Ctrl + Shift + Left Arrow)
- Word Right (Ctrl + Right Arrow)
- Word Right (Alt + Right Arrow)
- Word Right Extend (Ctrl + Shift + Right Arrow)
- Word Underline (Ctrl + Shift + W)