

Standard Key Assignments in MS Word Versions

Assignments can be modified through Tools, Customize... then click on the Keyboard button.

FORMATTING

Changing font and font size

Change font	CTRL+SHIFT+F
Change font size	CTRL+SHIFT+P
Increase font size to next available size	CTRL+SHIFT+>
Decrease font size to previous available size	CTRL+SHIFT+<
Increase font size by 1 point	CTRL+]
Decrease font size by 1 point	CTRL+[

Changing text formatting

Change case of letters	SHIFT+F3
Create all capital letters	CTRL+SHIFT+A
Make text bold	CTRL+B
Underline text	CTRL+U
Underline single words	CTRL+SHIFT+W
Double underline words	CTRL+SHIFT+D
Apply hidden text format	CTRL+SHIFT+H
Italicise text	CTRL+I
Create small capital letters	CTRL+SHIFT+K
Apply subscripts (auto spacing)	CTRL+=
Apply superscripts (auto spacing)	CTRL+SHIFT+=
Remove formatting applied by using shortcut keys or menu commands (plain text)	CTRL+SHIFT+Z

Create Symbol font	CTRL+SHIFT+Q
Display nonprinting characters	CTRL+SHIFT+*

Line spacing

Create single-spaced lines	CTRL+1
Create double-spaced lines	CTRL+2
Create one-and-a-half-spaced lines	CTRL+5
Add one line of space preceding text	CTRL+0 (zero)
Remove space preceding text	CTRL+0 (zero)

Paragraph alignment

Center paragraph	CTRL+E
Justify paragraph	CTRL+J
Left-align paragraph	CTRL+L
Right-align paragraph	CTRL+R
Indent paragraph from left	CTRL+M
Remove paragraph indent from left	CTRL+SHIFT+M
Create hanging indent	CTRL+T
Reduce hanging indent	CTRL+SHIFT+T

Styles

Apply style name (Formatting toolbar displayed)	CTRL+SHIFT+S
Open Format Style dialog box	CTRL+SHIFT+S
Remove paragraph formatting	CTRL+Q
Start AutoFormat	CTRL+K
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

DELETING

Delete one character to left of insertion point	BACKSPACE
Delete one word to left of insertion point	CTRL+BACKSPACE
Delete one character to right of insertion point	DELETE
Delete one word to right of insertion point	CTRL+DEL
Cut (delete) selected text	CTRL+X
Undo last action	CTRL+Z
Cut to Spike	CTRL+F3

COPYING AND PASTING

Copy text or graphics	CTRL+C
Copy formats	CTRL+SHIFT+C
Move text or graphics	F2
Paste text or graphics	CTRL+V
Paste formats	CTRL+SHIFT+V

INSERTING

Field	CTRL+F9
Spike contents	CTRL+SHIFT+F3
AutoText entry	AutoText entry name+CTRL+ALT+V
Line break	SHIFT+ENTER
Page break	CTRL+ENTER
Column break	CTRL+SHIFT+ENTER
Optional hyphen	CTRL+HYPHEN
Nonbreaking hyphen	CTRL+SHIFT+HYPHEN
Nonbreaking space	CTRL+SHIFT+SPACEBAR
Copyright symbol	ALT+CTRL+C
Registered trademark symbol	ALT+CTRL+R
Trademark symbol	ALT+CTRL+T
Ellipsis (...)	ALT+CTRL+period

EXTENDING A SELECTION (use the EXT mode for these)

Select nearest character	F8+character
Extend selection	F8
Reduce the size of selection	SHIFT+F8

SELECTING

Outside a table One character to right	SHIFT+RIGHT ARROW
One character to left	SHIFT+LEFT ARROW
To end of word	CTRL+SHIFT+RIGHT ARROW
To beginning of word	CTRL+SHIFT+LEFT ARROW
To end of line	SHIFT+END
To beginning of line	SHIFT+HOME
One line down	SHIFT + DOWN ARROW
One line up	SHIFT+UP ARROW
To end of paragraph	CTRL+SHIFT+DOWN ARROW
To beginning of paragraph	CTRL+SHIFT+UP ARROW
One screen down	SHIFT+PAGE DOWN
One screen up	SHIFT+PAGEUP
To end of document (from current position)	CTRL+SHIFT+END
To beginning of document (from current position)	CTRL+SHIFT+HOME
To include entire document	CTRL+A
To vertical block of text	CTRL+SHIFT+F8, then use the arrow keys
To a specific location in a document	F8+arrow keys

Inside a table

A column	Hold down ALT then click and drag the left mouse button
A column (or block)	CTRL+SHIFT+F8
An entire table	ALT+5 on the numeric keypad

MOVING

To a character, word, paragraph, column, or object

One character to left	LEFT ARROW
One character to right	RIGHT ARROW
One word to left	CTRL+LEFT ARROW
One word to right	CTRL+RIGHT ARROW
One paragraph up	CTRL+UP ARROW
One paragraph down	CTRL+DOWN ARROW
To previous frame or object	ALT+UP ARROW
To next frame or object	ALT+DOWN ARROW
One column to left	CTRL+UP ARROW
One column to right	CTRL+DOWN ARROW

To a line, page, screen, top or bottom of document

Up one line	UP ARROW
Down one line	DOWN ARROW
To end of line	END
To beginning of line	HOME
Up one page	ALT+CTRL+PAGE UP
Down one page	ALT+CTRL+PAGE DOWN
Up one screen	PAGE UP
Down one screen	PAGE DOWN
To bottom of screen	CTRL+PAGE DOWN

To top of screen	CTRL+PAGE UP
To end of document	CTRL+END
To beginning of document	CTRL+HOME
To previous revision	SHIFT+F5

Repeat

Repeat Find or GoTo command	SHIFT+F4
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In a table

Next cell in row	TAB
Previous cell in row	SHIFT+TAB
First cell in row	ALT+HOME
Top cell in column	ALT+PAGE UP
Last cell in row	ALT+END
Last cell in column	ALT+PAGE DOWN
Previous row	UP ARROW
Next row	DOWN ARROW
Insert new paragraphs into cell	ENTER
Insert a tab character into cell	CTRL+TAB

OUTLINE VIEW

Promoting, demoting

Promote paragraph	ALT+SHIFT+LEFT ARROW
Demote 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

Changing display

Expand text under heading	ALT+SHIFT+PLUS SIGN
Collapse text under heading	ALT+SHIFT+MINUS SIGN
Show all text or headings	ALT+SHIFT+A
Display all text	Asterisk (*) key on numeric keypad
Display character formatting	Forward slash (/) key on numeric keypad
Show first line or all of body text	ALT+SHIFT+L
Show all headings with Heading 1 style	ALT+SHIFT+1
Show all headings up to Heading n (any number up to 9)	ALT+SHIFT+n

FIELDS

Inserting

Insert DATE field	ALT+SHIFT+D
Insert PAGE field	ALT+SHIFT+P
Insert TIME field	ALT+SHIFT+T
Insert blank field	CTRL+F9

Manipulating

Update linked information in source document	CTRL+SHIFT+F7
Update selected fields	F9
Unlink field	CTRL+SHIFT+F9
Switch between field codes or results	SHIFT+F9
View field codes	ALT+F9
Perform action in field	ALT+SHIFT+F9
Go to next field	F11
Go to previous field	SHIFT+F11
Lock field	CTRL+F11
Unlock field	CTRL+SHIFT+F11

MERGING DOCUMENTS

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

WINDOWS, MENUS, AND COMMANDS

Moving around

Go to next pane	F6
Go to previous pane	SHIFT+F6
Go to next document window	CTRL+F6
Go to previous document window	CTRL+SHIFT+F6
Move document window	CTRL+F7, arrow keys, ENTER

Changing size

Maximise application window	CTRL+F10
Maximise document window	CTRL+F10

Change size of document window	CTRL+F8
Restore document window to its previous size	CTRL+F5
Restore application window to its previous size	ALT+F5
Split window	ALT+SHIFT+C

Menus

Make menu bar active	F10
Cancel menu	ESC
Display shortcut menu	SHIFT+F10
Add command to menu	CTRL+ALT+EQUAL SIGN
Remove command from menu	CTRL+ALT+MINUS SIGN
Assign action to shortcut key	CTRL+ALT+ PLUS SIGN on the numeric keypad
Remove shortcut assignment	CTRL+ALT+ MINUS SIGN on numeric keypad

MENU COMMANDS

File

New	CTRL+N
Open	CTRL+O
Close	CTRL+W (or CTRL+F4)
Save	CTRL+S
Save As	F12
Print Preview	CTRL+F2
Print	CTRL+P
Exit	ALT+F4

Edit

Undo	CTRL+Z
Repeat	CTRL+Y (or CTRL+F4)
Clear	DELETE
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Select All	CTRL+A
Find	CTRL+F
Replace	CTRL+H
Go To	CTRL+G (or F5)
Bookmark	CTRL+SHIFT+F5
Update Link	CTR+SHIFT+F7

View

Normal	ALT+CTRL+N
Outline	ALT+CTRL+O
Page Layout	ALT+CTRL+P

Insert

Page Numbers	ALT+SHIFT+P
Annotation	ALT+CTRL+A
Date And Time	ALT+SHIFT+D
Footnote	ALT+CTRL+F
Endnote	ALT+CTRL+E
Mark Index Entry	ALT+SHIFT+X
Mark Citation Entry	ALT+SHIFT+I
Mark TOC Entry	ALT+SHIFT+O

Format

Font	CTRL+D
Change Case	SHIFT+F3
AutoFormat	CTRL+K
Style	CTRL+SHIFT+S

Tools

Spelling	F7
Thesaurus	SHIFT+F7

Table

Select Table	ALT+5 on the numeric keypad
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Window

Split	ALT+CTRL+S
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Help

Contents	F1
Context-sensitive Help	SHIFT+F1