

OVER 500 WINDOWS KEYBOARD SHORTCUTS!

MS Word Keyboard Shortcuts

Ctrl-Alt-C	©	Ctrl-Shift- > or <	Font next/previous size
Ctrl-Alt-R	®	Ctrl-Shift-P	Font Size
Ctrl-Alt-T	™	Ctrl-Alt-F	Footnote
Alt-F10	Application window—maximize	Shift-F5	Go Back (3 maximum)
Alt-Shift-F6	Application window—previous	Ctrl-Alt-Z	Go Back (3 maximum)
Alt-F5	Application window—restore	Ctrl-G	GoTo
Ctrl-Alt-K	AutoFormat	Ctrl-Up/Down	GoTo Next/Previous Paragraph
Alt-F3	AutoText—create	Ctrl-Left/Right	GoTo Next/Previous Word
F3	AutoText—insert entry	Shift-drag	Graphic—crop
Ctrl-Alt-V	AutoText—insert entry	Ctrl-click	Graphic—original proportions
Ctrl-B	Bold	Ctrl-Shift-T	Hanging indent—decrease
Ctrl-Shift-F5	Bookmarks	Ctrl-T	Hanging Indent—increase
Ctrl-Shift-Enter	Break—column	Ctrl-Shift -	Hard hyphen -
Ctrl-Enter	Break—page	Ctrl-Shift-spacebar	Hard space
Ctrl-Alt-Home	Browse a document	Alt-Shift-R	Header/Footer—link to previous
Ctrl-PgDn/PgUp	Browse next/previous item	Ctrl-Alt-1	Heading Level 1
Shift-F3	Case change (capitalization)	Ctrl-Alt-2	Heading Level 2
Ctrl-Shift-A	Case—All Caps	Ctrl-Alt-3	Heading Level 3
Ctrl-F4	Close	F1	Help
Ctrl-W	Close	Shift-F1	Help—What's This?
Ctrl-C	Copy	Ctrl-Shift-H	Hidden text
Ctrl-Shift-C	Copy formatting	Ctrl-K	Hyperlink
Ctrl-Alt =	Customize a menu	Ctrl-Shift-M	Indent—decrease
Ctrl-Alt-Num +	Customize a shortcut	Ctrl-M	Indent—increase
Ctrl-X	Cut	Ctrl-Alt-M	Insert Comment
Alt-Shift-D	Date Field	Ctrl-Alt-L	Insert ListNum field
Ctrl-Tab	Dialog box next tabbed section	Ctrl-I	Italics
Ctrl-Shift-Tab	Dialog box previous tabbed section	Ctrl-E	Justify—Center
Ctrl-F7	Document window—move	Ctrl-J	Justify—Full
Ctrl-F5	Document window—restore	Ctrl-L	Justify—Left
Ctrl-F8	Document window—size	Ctrl-R	Justify—Right
Shift-drag	Drawing—constrain shape to symmetrical	Ctrl-1	Line-spacing 1
Ctrl-drag	Drawing—draw from center	Ctrl-5	Line-spacing 1.5
Ctrl-Alt- .	Ellipsis	Ctrl-2	Line-spacing 2
Ctrl-Alt-Num -	Em Dash	Ctrl-Shift-L	List Bullet Style
Ctrl-Num -	En Dash	Alt-F8	Macros—edit
Ctrl-Alt-E	Endnote	Alt-F11	Macros—view VBA code
Alt-F4	Exit application	Alt-Shift-X	Mark—Index entry
Shift-F9	Fields—display code (toggle)	Alt-Shift-I	Mark—TOA citation
Alt-F9	Fields—display codes (toggle)	Alt-Shift-O	Mark—TOC entry
Alt-Shift-F9	Fields—double-click in field	Ctrl-F10	Maximize window
Ctrl-F9	Fields—insert blank field	F10	Menu Bar
Ctrl-3	Fields—lock a field	Alt-Shift-E	Merge—data edit
Ctrl-F11	Fields—lock a field	Alt-Shift-F	Merge—field insert
F11	Fields—next field	Alt-Shift-K	Merge—preview
Shift-F11	Fields—previous field	Alt-Shift-N	Merge—to document
Ctrl-6	Fields—unlink a field	Alt-Shift-M	Merge—to printer
Ctrl-Shift-F9	Fields—unlink a field	Alt-Shift-F11	Microsoft Script Editor
Ctrl-4	Fields—unlock a field	Ctrl-Alt-F1	Microsoft System Info
Ctrl-Shift-F11	Fields—unlock a field	Ctrl-\	Move between master/subdocument
Alt-Shift-U	Fields—update	Ctrl-N	New document
Ctrl-Shift-F7	Fields—update link in source	Shift-Enter	Newline within paragraph
F9	Fields—update selected field	Ctrl-F6	Next window
Ctrl-F	Find	Ctrl-Shift-8	Nonprinting characters on/off
Ctrl-D	Font	Ctrl-Shift-N	Normal Style
Ctrl-Shift-F	Font Face	Ctrl-O	Open a document
Ctrl-] or [Font grow/shrink 1 pt.	Alt-Shift -	Outlining—collapse

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MS Word Keyboard Shortcuts (continued)

Alt-Shift-Num -	Outlining—collapse	F12	Save As
Alt-Shift =	Outlining—expand	Ctrl-A	Select All
Alt-Shift-Num +	Outlining—expand	F8	Selection extended
Alt-Shift-Up/Down	Outlining—move up/down	Shift-F8	Selection reduced
Alt-Shift-Left/Right	Outlining—promote/demote	Shift-F10	Shortcut Menu
Alt-Shift-L	Outlining—Show 1st line	Ctrl-Shift-K	Small Caps
Alt-Shift-1	Outlining—Show Heading 1	Ctrl -	Soft hyphen -
Alt-Shift-2	Outlining—Show Heading 2	F7	Spelling and Grammar check
Alt-Shift-3	Outlining—Show Heading 3	Alt-F7	Spell-It—display next misspelling
Alt-Shift-4	Outlining—Show Heading 4	Ctrl-F3	Spike—cut to
Alt-Shift-5	Outlining—Show Heading 5	Ctrl-Shift-F3	Spike—paste
Alt-Shift-6	Outlining—Show Heading 6	Ctrl-Alt-S	Split a window
Alt-Shift-7	Outlining—Show Heading 7	Ctrl-Shift-S	Style box
Alt-Shift-8	Outlining—Show Heading 8	Ctrl =	Subscript
Alt-Shift-9	Outlining—Show Heading 9	Ctrl-Shift =	Superscript
Alt-Shift-A	Outlining—Show All Headings	Ctrl-Shift-Q	Symbol Font
Alt-Shift-P	Page number field	Ctrl-Alt-U	Table—remove border lines
Alt-Shift-C	Pane—Close	Alt-PgDn	Table—to column bottom
Ctrl-0 (zero)	Paragraph Space Above (add/delete 12 pt.)	Alt-PgUp	Table—to column top
Ctrl-V	Paste	Alt-Home	Table—to row beginning
Ctrl-Shift-V	Paste formatting	Alt-End	Table—to row end
Ctrl-P	Print	Shift-F7	Thesaurus
Ctrl-Alt-I	Print Preview	Alt-Shift-T	Time Field
Ctrl-spacebar	Remove Character formats	Ctrl-Alt-PgDn/PgUp	To bottom/top of screen
Ctrl-Shift-Z	Remove Character formats	Ctrl-U	Underline
Ctrl-Alt -	Remove menu item	Ctrl-Shift-D	Underline—double
Ctrl-Q	Remove Paragraph formats	Ctrl-Shift-W	Underline—word
Shift-F4	Repeat Find	Ctrl-Z	Undo
Ctrl-Alt-Y	Repeat Find	Ctrl-Alt-N	View—Normal
Ctrl-Y	Repeat/Redo	Ctrl-Alt-O	View—Outline
Ctrl-H	Replace	Ctrl-Alt-P	View—Page
Ctrl-Shift-E	Revision Marks on/off	F6	Window pane—next
Ctrl-S	Save	Shift-F6	Window pane—previous



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