

# Microsoft Word Shortcuts

## A

All Caps = Ctrl Shift A  
Alt x = Convert/Display Unicode character  
Annotation = Alt Ctrl M  
AppMaximize = 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 = Alt Ctrl K  
Auto Text = F3  
Auto Text = Alt Ctrl V

## B

Bold = Ctrl B  
Bold = Ctrl Shift B  
Bookmark = Ctrl Shift F5 Insert  
Browse Next = Ctrl PageDown  
Browse Prev = Ctrl PageUp  
Browse Sel = Alt Ctrl Home  
Box/Column/Vertical Select = Alt Mouse Select  
Box/Column/Vertical Select = Ctrl Shift F8

## C

Center Para = Ctrl E  
Change Case = Shift F3  
Char Left = Extend Shift Left  
Char Right = Extend Shift Right  
Clear Char Left/Selection = Backspace  
Clear Char Right/Selection = Del  
Close or Exit = Alt F4  
Close Pane = Alt Shift C  
Column Break = Ctrl Shift Return  
Column/Box/Vertical Select = Ctrl Shift F8  
Column/Box/Vertical Select = Alt Mouse Select  
Copy = Ctrl C  
Copy = Ctrl Insert  
Copy Format = Ctrl Shift C  
Copy Text = Shift F2 (Prompt "copy to Where?")  
Create Auto Text = Alt F3  
Customize Add Menu Shortcut = Alt Ctrl=  
Customize Keyboard Shortcut = Alt Ctrl Num  
Customize Remove Menu Shortcut = Alt Ctrl=  
Cut/Copy Selection = Ctrl X

## D

Date Field Alt Shift D  
Delete Char Left/Selection = Backspace  
Delete Char Right/Selection = Del  
Delete Word Left = Ctrl Backspace  
Delete Word Right/Selection = Ctrl Del  
Dictionary = Alt Shift F7  
Do Field Click = Alt Shift F9  
Doc Close = Ctrl W  
Doc Close = Ctrl F4  
Doc Maximize = Ctrl F10  
Doc Move = Ctrl F7  
Doc Restore = Ctrl F5  
Doc Size = Ctrl F8  
Doc Split = Alt Ctrl S Window  
Double Underline = Ctrl Shift D

## E

End of Column = Alt PageDown  
End of Column = Alt Shift PageDown  
End of Document = Ctrl End  
End of Line = End  
End of Row = Alt End  
End of Row = Alt Shift End  
End of Window = Alt Ctrl PageDown  
Exit or Close = Alt F4

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## F

Field Chars = Ctrl F9  
Field Codes = Alt F9  
Find menu = Ctrl F  
Font menu = Ctrl D  
Font Field = Ctrl Shift F  
Font Size Field = Ctrl Shift P  
Footnote Now = Alt Ctrl F

## G

Go Back = Shift F5  
Go Back = Alt Ctrl Z  
Go To = Ctrl G Edit  
Go To = F5 (Edit Menu)  
Grow Font = Ctrl Shift .  
Grow Font One Point = Ctrl ]

## H

Hanging Indent = Ctrl T  
Header Footer Link = Alt Shift R  
Hidden = Ctrl Shift H  
Hyperlink = Ctrl K

## I

Indent = Ctrl M  
Insert Symbol = HEX#Alt x  
Italic = Ctrl I  
Italic = Ctrl Shift I

## J

Justify Para = Ctrl J

## L

Left Para = Ctrl L  
Line Down Extend = Shift (Down Menu)  
Line Up Extend = Shift (Up Menu)  
List Num Field = Alt Ctrl L  
Lock Fields = Ctrl 3  
Lock Fields = Ctrl F11

## M

Macro = Alt F8  
Mail Merge Check = Alt Shift K  
Mail Merge to Doc = Alt Shift N  
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  
Merge Field = Alt Shift F  
Microsoft Script Editor = Alt Shift F11  
Microsoft System Info = Alt Ctrl F1

## N

New = Ctrl N File  
Next Cell = Tab  
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 View  
Normal Style = Ctrl Shift N  
Normal Style = Alt Shift Clear (Num 5)

# Microsoft Word Shortcuts

## O

Open = Ctrl O  
Open = Ctrl F12  
Open = Alt Ctrl F2  
Open or Close Up Para = Ctrl O  
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

## P

Page = Alt Ctrl P View  
Page Break = Ctrl Return  
Page Down = PageDown  
PageDown Extend = Shift PageDown  
Page Field = Alt Shift P  
PageUp Extend = Shift PageUp  
Para Down = Ctrl Down  
Para Down Extend = Ctrl Shift Down  
Para Up = Ctrl Up  
Para Up Extend = Ctrl Shift Up  
Paste = Ctrl V  
Paste = Shift Insert  
Paste Format = Ctrl Shift V  
Prev Cell = Shift Tab  
Prev Field = Shift F11  
Prev Field = Alt Shift F1  
Prev Object = Alt Up  
Prev Window = Ctrl Shift F6  
Prev Window = Alt Shift F6  
Print = Ctrl P  
Print = Ctrl Shift F12  
Print Preview = Ctrl F2  
Print Preview = Alt Ctrl I  
Print Preview = Full Screen  
Proofing = F7

## R

Redo = Alt Shift Backspace  
Redo or Repeat = Ctrl Y (Edit Menu)  
Redo or Repeat = F4 Edit  
Redo or Repeat = Alt Return Edit  
Repeat Find = Shift F4  
Repeat Find = Alt Ctrl Y  
Replace = Ctrl H Edit  
Reset Char = Ctrl Space  
Reset Char = Ctrl Shift Z  
Reset Para = Ctrl Q  
Revision Marks Toggle Ctrl Shift E  
Right Para Ctrl R

## S

Save = Ctrl S  
Save = Shift F12  
Save = Alt Shift F2  
Save As = F12 File  
Select All = Ctrl A Edit  
Select All = Ctrl Clear (Num 5) Edit  
Select All = Ctrl Num 5 Edit  
Select Table = Alt Clear (Num 5)  
Select to End of Line = Shift End  
Select to End of Doc = Ctrl Shift End

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Select to BottomofWin = Alt Ctrl Shift PageDown  
Select to TopofWindow = Alt Ctrl Shift PageUp  
Show All = Ctrl Shift 8  
Show All Headings = Alt Shift A  
Show Heading1-9 = Alt Shift 1-9  
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  
Spike = Ctrl Shift F3  
Spike = Ctrl F3  
Start of Column = Alt PageUp  
Start of Column = Alt Shift PageUp  
Start of Doc Extend = Ctrl Shift Home  
Start of Document = Ctrl Home  
Start of Line = Extend Shift Home  
Start of Row = Alt Home  
Start of Row = Alt Shift Home  
Start of Window = Alt Ctrl PageUp  
Start of Window Extend = Alt Ctrl Shift PageUp  
Style = Ctrl Shift S  
Subscript = Ctrl=  
Superscript = Ctrl Shift=  
Symbol Font = Ctrl Shift Q  
Symbol = HEX#Alt x

## T

Thesaurus = Shift F7 Language  
Time Field = Alt Shift T  
Toggle Field Display = Shift F9  
Toggle Master Subdocs = Ctrl \  
Tool = Shift F1

## U

Un Hang = Ctrl Shift T  
Un Indent = Ctrl Shift M  
Underline = Ctrl U  
Underline = Ctrl Shift U  
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

## V

VBCode = Alt F11  
Vertical/Box/Column Select = Alt Mouse Select  
Vertical/Box/Column Select = Ctrl Shift F8

## W

Web Go Back = Alt Left  
Web Go Forward = Alt Right  
Word Left = Ctrl Left  
Word Left Extend = Ctrl Shift Left  
Word Right = Ctrl Right  
Word Right Extend = Ctrl Shift Right  
Word Underline Ctrl Shift W

# Microsoft OS/Explorer Shortcuts

## Windows XP Key Shortcuts

Windows Key A = Unknown

Windows Key B = Remove Focus (Focus Nothing)

Windows Key C = Unknown

Windows Key D = Show Desktop (Minimize all windows)

Windows Key E = Explorer

Windows Key F = Find (Search)

Windows Key G = Unknown

Windows Key H = Unknown

Windows Key I = Unknown

Windows Key J = Unknown

Windows Key K = Unknown

Windows Key L = Lock session (require password to Login again)

Windows Key M = Show Desktop (Minimize all windows)

Windows Key N = Unknown

Windows Key O = Unknown

Windows Key P = Unknown

Windows Key Q = (Maximize Office Communicator)

Windows Key R = Run menu

Windows Key S = Unknown

Windows Key T = Unknown

Windows Key U = Utility Manager Menu (Help for Blind & Deaf)

Windows Key V = Unknown

Windows Key W = Unknown

Windows Key X = Unknown

Windows Key Y = Unknown

Windows Key Z = Unknown

## Microsoft OS/Explorer Shortcuts

- Picture Paragraph line spacing set to "Exactly" will cause picture to be hidden when "inline" is selected.
- Styles and formatting - to Select all # instances of Style; "Keep Track of formatting"  
**Tools - Options - Edit - Checkmark "Keep Track of formatting"** must be on for this to work.

Symbols using Arial Font – Hex# Alt x or Altx decimal #.

**Hex#**Alt x = to convert Hex# immediately left of cursor into a character

**Character**Alt x = convert the character immediately to the left of the cursor into Unicode Hex#.

example, enter 002A<sub>16</sub> and enter Alt x to produce \* then again Alt x to produce 002A<sub>16</sub>.

Hold Down **Alt** then on **Keypad** enter decimal **ASCII** code for character; example Hold down **Alt** enter **176**<sub>10</sub> on **keypad** for ° degree symbol.

Vertical Tab = Similar to Line Feed - Hold **Alt** enter 011<sub>10</sub>

Pi = π = 03C0<sub>16</sub> or 960<sub>10</sub> or 227<sub>10</sub> but not 0227<sub>10</sub> example:

**03C0**<sub>16</sub> **Alt x = π** and **Hold down Alt** enter **960**<sub>10</sub> = π and **Hold down Alt** enter **227**<sub>10</sub> = π but **hold down Alt** enter **0227**<sub>10</sub> = ã

Ohm Ω = (2126<sub>16</sub> Altx) - same as (Alt 8486<sub>10</sub>) = Ω

Ohm Ω = (03A9<sub>16</sub> Altx) - same as (Alt 937<sub>10</sub>) = Ω

Division ÷ = (00F7<sub>16</sub> Altx) - same as (Alt 0247<sub>10</sub>) = ÷

Non-Breaking Space = (Ctrl Shift Space)

Non-Breaking normal length dash - (^~) = (shift Cntl -) = (0001e<sub>16</sub> Alt x = Alt 30<sub>10</sub> but neither one works)

En-Dash normal length – (^=) = (Cntrl keypad –) = (2013<sub>16</sub> Alt x = Alt 8211<sub>10</sub>)

EM-Dash long length — (^+) = (Cntrl Alt keypad —) = (2014<sub>16</sub> Alt x = Alt 8212<sub>10</sub>)