

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

CharacterAlt x = convert the character immediately to the left of the cursor into Unicode Hex#.

example, enter 002A₁₆ and enter Alt x to produce * then again Alt x to produce 002A₁₆.

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

Vertical Tab = Similar to Line Feed - Hold **Alt** enter 011₁₀

Pi = π = 03C0₁₆ or 960₁₀ or 227₁₀ but not 0227₁₀ example:

03C0₁₆ **Alt x = π** and **Hold down Alt** enter **960**₁₀ = π and **Hold down Alt** enter **227**₁₀ = π but **hold down Alt** enter **0227**₁₀ = ã

Ohm Ω = (2126₁₆ Altx) - same as (Alt 8486₁₀) = Ω

Ohm Ω = (03A9₁₆ Altx) - same as (Alt 937₁₀) = Ω

Division ÷ = (00F7₁₆ Altx) - same as (Alt 0247₁₀) = ÷

Non-Breaking Space = (Ctrl Shift Space)

Non-Breaking normal length dash - (^~) = (shift Cntl -) = (0001e₁₆ Alt x = Alt 30₁₀ but neither one works)

En-Dash normal length – (^=) = (Cntrl keypad –) = (2013₁₆ Alt x = Alt 8211₁₀)

EM-Dash long length — (^+) = (Cntrl Alt keypad —) = (2014₁₆ Alt x = Alt 8212₁₀)