

## MS Word Shortcut Keys

| Command Name      | Keys                |
|-------------------|---------------------|
| All Caps          | Ctrl+Shift+A        |
| Apply List Bullet | Ctrl+Shift+L        |
| Auto Format       | Alt+Ctrl+K          |
| Auto Text         | F3                  |
| Bold              | Ctrl+B              |
| Cancel            | ESC                 |
| Center Para       | Ctrl+E              |
| Change Case       | Shift+F3            |
| Clear             | Del                 |
| Close or Exit     | Alt+F4              |
| Copy              | Ctrl+C              |
| Create Auto Text  | Alt+F3              |
| Cut               | Ctrl+X              |
| Double Underline  | Ctrl+Shift+D        |
| Find              | Ctrl+F              |
| Help              | F1                  |
| Hyperlink         | Ctrl+K              |
| Indent            | Ctrl+M              |
| Italic            | Ctrl+I              |
| Justify Para      | Ctrl+J              |
| Merge Field       | Alt+Shift+F         |
| New Document      | Ctrl+N              |
| Open              | Ctrl+O              |
| Outline           | Alt+Ctrl+O          |
| Overtyping        | Insert              |
| Page              | Alt+Ctrl+P          |
| Page Break        | Ctrl+Return         |
| Paste             | Ctrl+V              |
| Paste Format      | Ctrl+Shift+V        |
| Print             | Ctrl+P              |
| Print Preview     | Ctrl+F2             |
| Redo              | Alt+Shift+Backspace |
| Redo or Repeat    | Ctrl+Y              |
| Save              | Ctrl+S              |
| Select All        | Ctrl+A              |
| Small Caps        | Ctrl+Shift+K        |
| Style             | Ctrl+Shift+S        |
| Subscript         | Ctrl+=              |
| Superscript       | Ctrl+Shift+=        |
| Task Pane         | Ctrl+F1             |
| Time Field        | Alt+Shift+T         |

|                 |              |
|-----------------|--------------|
| Underline       | Ctrl+U       |
| Undo            | Ctrl+Z       |
| Update Fields   | F9           |
| Word Count List | Ctrl+Shift+G |



|     |                                           |
|-----|-------------------------------------------|
| F4  | Repeat the last action.                   |
| F5  | Choose the Go To command (Edit menu).     |
| F6  | Go to the next pane or frame.             |
| F7  | Choose the Spelling command (Tools menu). |
| F8  | Extend a selection.                       |
| F9  | Update selected fields.                   |
| F10 | Activate the menu bar.                    |
| F11 | Go to the next field.                     |
| F12 | Choose the Save As command (File menu).   |



| <b>SHIFT+Function key</b> |                                                              |
|---------------------------|--------------------------------------------------------------|
| SHIFT+F1                  | Start context-sensitive Help or reveal formatting.           |
| SHIFT+F2                  | Copy text.                                                   |
| SHIFT+F3                  | Change the case of letters.                                  |
| SHIFT+F4                  | Repeat a Find or Go To action.                               |
| SHIFT+F5                  | Move to the last change.                                     |
| SHIFT+F6                  | Go to the previous pane or frame.                            |
| SHIFT+F7                  | Choose the Thesaurus command (Tools menu, Language submenu). |
| SHIFT+F8                  | Shrink a selection.                                          |
| SHIFT+F9                  | Switch between a field code and its result.                  |
| SHIFT+F10                 | Display a shortcut menu.                                     |
| SHIFT+F11                 | Go to the previous field.                                    |
| SHIFT+F12                 | Choose the Save command (File menu).                         |

### **CTRL+Function Key**

|         |                                                               |
|---------|---------------------------------------------------------------|
| CTRL+F2 | Choose the Print Preview command (File menu).                 |
| CTRL+F3 | Cut to the Spike (Spike: A special AutoText entry that stores |

|          |                                                                      |
|----------|----------------------------------------------------------------------|
| CTRL+F4  | Close the window.                                                    |
| CTRL+F5  | Restore the document window size (for example, after maximizing it). |
| CTRL+F6  | Go to the next window.                                               |
| CTRL+F7  | Choose the Move command (title bar shortcut menu).                   |
| CTRL+F8  | Choose the Size command (title bar shortcut menu).                   |
| CTRL+F9  | Insert an empty field.                                               |
| CTRL+F10 | Maximize the document window.                                        |
| CTRL+F11 | Lock a field.                                                        |
| CTRL+F12 | Choose the Open command (File menu).                                 |

## CTRL+SHIFT+Function Key

|                |                                                                |
|----------------|----------------------------------------------------------------|
| CTRL+SHIFT+F5  | Edit a bookmark.                                               |
| CTRL+SHIFT+F6  | Go to the previous window.                                     |
| CTRL+SHIFT+F7  | Update linked information in a Microsoft Word source document. |
| CTRL+SHIFT+F8  | Extend a selection or block (then press an arrow key).         |
| CTRL+SHIFT+F9  | Unlink a field.                                                |
| CTRL+SHIFT+F11 | Unlock a field.                                                |
| CTRL+SHIFT+F12 | Choose the Print command (File menu).                          |



## ALT+Function Key

|         |                                                                                                                                                                                                                                                                         |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ALT+F1  | Go to the next field.                                                                                                                                                                                                                                                   |
| ALT+F3  | Create an AutoText (AutoText: A storage location for text or graphics you want to use again, such as a standard contract clause or a long distribution list. Each selection of text or graphics is recorded as an AutoText entry and is assigned a unique name.) entry. |
| ALT+F4  | Quit Microsoft Word.                                                                                                                                                                                                                                                    |
| ALT+F5  | Restore the program window size.                                                                                                                                                                                                                                        |
| ALT+F6  | Move from an open dialog box back to the document for dialog boxes such as Find and Replace that support this behavior.                                                                                                                                                 |
| ALT+F7  | Find the next misspelling or grammatical error. The Check spelling as you type check box must be selected (Tools menu, Options dialog box, Spelling & Grammar tab).                                                                                                     |
| ALT+F8  | Run a macro.                                                                                                                                                                                                                                                            |
| ALT+F9  | Switch between all field codes and their results.                                                                                                                                                                                                                       |
| ALT+F10 | Maximize the program window.                                                                                                                                                                                                                                            |
| ALT+F11 | Display Microsoft Visual Basic code.                                                                                                                                                                                                                                    |

| ALT+SHIFT+Function Key |                                                   |
|------------------------|---------------------------------------------------|
| ALT+SHIFT+F1           | Go to the previous field.                         |
| ALT+SHIFT+F2           | Choose the Save command (File menu).              |
| ALT+SHIFT+F9           | Run GOTOBUTTON or MACROBUTTON from the field that |

|               |                                                                                                                                                   |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| ALT+SHIFT+F10 | Display the menu or message for a smart tag. If more than one smart tag is present, switch to the next smart tag and display its menu or message. |
| ALT+SHIFT+F11 | Start the Microsoft Script Editor                                                                                                                 |

| CTRL+ALT+Function Key |                                       |
|-----------------------|---------------------------------------|
| CTRL+ALT+F1           | Display Microsoft System Information. |
| CTRL+ALT+F2           | Open command (File menu).             |