

OFFICE DOCUMENT SHORTCUT LIST

Shortcut keys

You can quickly accomplish tasks you perform frequently by using shortcut keys. For example, pressing CTRL+B changes the selected text to bold, just as clicking the Bold button on the Formatting toolbar or selecting Bold in the Font dialog box changes the selected text to bold. If you are using Word as your e-mail editor, some of the shortcut keys listed may not be available or may produce different results.

What do you want to do?

- Use keys to work with documents
- Use keys to format characters and paragraphs
- Use keys to edit and move text and graphics
- Use keys to review documents
- Use keys to merge documents
- Use keys to print and preview documents
- Use keys to work with fields
- Use keys to work on an outline

- Use keys to work with menus
- Use keys to work with toolbars
- Use keys to work in windows and dialog boxes
- Use keys to work with Web pages
- Use keys to work with cross-references and notes
- Use keys to get Help from the Office Assistant
- Use function keys

Note Shortcut keys mentioned in the Help topics, menus, and dialog boxes refer to the U.S. keyboard layout. Keys on other layouts may not correspond exactly to the keys on a U.S. keyboard. If you are using a different language keyboard layout from the version of Word you are using, you may have to make adjustments when using shortcut keys.

Keys for working with documents

TO	Press
Create a new document	CTRL+N
Open a document	CTRL+O
Close a document	CTRL+W
Split a document	ALT+CTRL+S

Save a document	CTRL+S
Quit Word	ALT+F4
Find text, formatting, and special items	CTRL+F
Repeat find	ALT+CTRL+Y
Replace text, specific formatting, and special items	CTRL+H
Go to a page, bookmark, footnote, table, comment, graphic, or other location	CTRL+G
Go back to a page, bookmark, footnote, table, comment, graphic, or other location	ALT+CTRL+Z
Browse a document	ALT+CTRL+HOME

TO

Press

Cancel an action	ESC
Undo an action	CTRL+Z
Redo or repeat an action	CTRL+Y
Switch to page layout view	ALT+CTRL+P
Switch to outline view	ALT+CTRL+O
Switch to normal view	ALT+CTRL+N

Move between a master document and its subdocuments	CTRL+\
--	---------------

Keys for formatting characters and paragraphs

Format characters

To

Press

Change the font	CTRL+SHIFT+F
Change the font size	CTRL+SHIFT+P
Increase the font size	CTRL+SHIFT+>
Decrease the font size	CTRL+SHIFT+<
Increase the font size by 1 point	CTRL+]]
Decrease the font size by 1 point	CTRL+[[

To	Press
Change the formatting of characters (Font command, Format menu)	CTRL+D
Change the case of letters	SHIFT+F3
Format letters as all capitals	CTRL+SHIFT+A
Apply bold formatting	CTRL+B
Apply an underline	CTRL+U
Underline words but not spaces	CTRL+SHIFT+W
Double-underline text	CTRL+SHIFT+D
Apply hidden text formatting	CTRL+SHIFT+H
Apply italic formatting	CTRL+I
Format letters as small capitals	CTRL+SHIFT+K
Apply subscript formatting (automatic spacing)	CTRL+EQUAL SIGN
Apply superscript formatting (automatic spacing)	CTRL+SHIFT+PLUS SIGN
Remove manual character formatting	CTRL+SPACEBAR
Change the selection to Symbol font	CTRL+SHIFT+Q
Display nonprinting characters	CTRL+SHIFT+* (asterisk)
Review text formatting	SHIFT+F1 (then click the text whose formatting you want to review)
Copy formats	CTRL+SHIFT+C
Paste formats	CTRL+SHIFT+V

Format paragraphs

When setting line spacing,

To	Press
Single-space lines	CTRL+1
Double-space lines	CTRL+2
Set 1.5-line spacing	CTRL+5
Add or remove one line space preceding a paragraph	CTRL+0 (zero)

When setting paragraph alignments and indents,

To	Press
Center a paragraph	CTRL+E
Justify a paragraph	CTRL+J

Left align a paragraph	CTRL+L
Right align a paragraph	CTRL+R
Indent a paragraph from the left	CTRL+M
Remove a paragraph indent from the left	CTRL+SHIFT+M
Create a hanging indent	CTRL+T
Reduce a hanging indent	CTRL+SHIFT+T
Remove paragraph formatting	CTRL+Q

When applying styles,

To	Press
Apply a style	CTRL+SHIFT+S
Start AutoFormat	ALT+CTRL+K
Apply the Normal style	CTRL+SHIFT+N
Apply the Heading 1 style	ALT+CTRL+1
Apply the Heading 2 style	ALT+CTRL+2
Apply the Heading 3 style	ALT+CTRL+3
Apply the List style	CTRL+SHIFT+L

Keys for editing and moving text and graphics

Delete text and graphics

To	Press
Delete one character to the left	BACKSPACE
Delete one word to the left	CTRL+BACKSPACE
Delete one character to the right	DELETE
Delete one word to the right	CTRL+DELETE
Cut selected text to the Clipboard	CTRL+X
Undo the last action	CTRL+Z
Cut to the Spike	CTRL+F3

Copy and move text and graphics

To	Press
Copy text or graphics	CTRL+C
Move text or graphics	F2 (then move the insertion point and press ENTER)
Create AutoText	ALT+F3
Paste the Clipboard contents	CTRL+V
Paste the Spike contents	CTRL+SHIFT+F3

Insert special characters

To insert	Press
A field	CTRL+F9
An AutoText entry	ENTER (after typing the first few characters of the AutoText entry name and when the ScreenTip appears)
A line break	SHIFT+ENTER
A page break	CTRL+ENTER
A column break	CTRL+SHIFT+ENTER
An optional hyphen	CTRL+HYPHEN
A nonbreaking hyphen	CTRL+SHIFT+HYPHEN
A nonbreaking space	CTRL+SHIFT+SPACEBAR
The copyright symbol	ALT+CTRL+C
The registered trademark symbol	ALT+CTRL+R
The trademark symbol	ALT+CTRL+T
An ellipsis	ALT+CTRL+period

Select text and graphics

Select text by holding down **SHIFT** and pressing the key that moves the insertion point.

To extend a selection	Press
One character to the right	SHIFT+RIGHT ARROW
One character to the left	SHIFT+LEFT ARROW
To the end of a word	CTRL+SHIFT+RIGHT ARROW
To the beginning of a word	CTRL+SHIFT+LEFT ARROW
To the end of a line	SHIFT+END
To the beginning of a line	SHIFT+HOME
One line down	SHIFT+DOWN ARROW
One line up	SHIFT+UP ARROW
To the end of a paragraph	CTRL+SHIFT+DOWN ARROW
To the beginning of a paragraph	CTRL+SHIFT+UP ARROW
One screen down	SHIFT+PAGE DOWN
One screen up	SHIFT+PAGE UP
To the end of a window	ALT+CTRL+PAGE DOWN
To the beginning of a document	CTRL+SHIFT+HOME
To include the entire document	CTRL+A
To a vertical block of text	CTRL+SHIFT+F8, and then use the arrow keys; press ESC to cancel selection mode
To a specific location in a document	F8+arrow keys; press ESC to cancel selection mode

Tip If you know the key combination to move the insertion point, you can select the text by using the same key combination while holding down SHIFT. For example, **CTRL+RIGHT ARROW** moves the insertion point to the next word, and **CTRL+SHIFT+RIGHT ARROW** selects the text from the insertion point to the beginning of the next word.

Select text and graphics in a table

To	Press
Select the next cell's contents	TAB
Select the preceding cell's contents	SHIFT+TAB
Extend a selection to adjacent cells	Hold down SHIFT and press an arrow key repeatedly
Select a column	Click in the column's top or bottom cell. Hold down SHIFT and press the UP ARROW or DOWN ARROW key repeatedly
Extend a selection (or block)	CTRL+SHIFT+F8, and then use the arrow keys; press ESC to cancel selection mode
Reduce the selection size	SHIFT+F8
Select an entire table	ALT+5 on the numeric keypad (with NUM LOCK off)

Extend a selection

To	Press
Turn extend mode on	F8
Select the nearest character	F8, and then press LEFT ARROW or RIGHT ARROW
Increase the size of a selection	F8 (press once to select a word, twice to select a sentence, and so forth)
Reduce the size of a selection	SHIFT+F8
Turn extend mode off	ESC

Move the insertion point

To move	Press
One character to the left	LEFT ARROW
One character to the right	RIGHT ARROW
One word to the left	CTRL+LEFT ARROW
One word to the right	CTRL+RIGHT ARROW

One paragraph up	CTRL+UP ARROW
One paragraph down	CTRL+DOWN ARROW
One cell to the left (in a table)	SHIFT+TAB
One cell to the right (in a table)	TAB
Up one line	UP ARROW
Down one line	DOWN ARROW
To the end of a line	END
To the beginning of a line	HOME
To the top of the window	ALT+CTRL+PAGE UP
To the end of the window	ALT+CTRL+PAGE DOWN
Up one screen (scrolling)	PAGE UP
Down one screen (scrolling)	PAGE DOWN
To the top of the next page	CTRL+PAGE DOWN
To the top of the previous page	CTRL+PAGE UP
To the end of a document	CTRL+END
To the beginning of a document	CTRL+HOME
To a previous revision	SHIFT+F5
To the location of the insertion point when the document was last closed	SHIFT+F5

Move around in a table

In a table, to move to the

	Press
Next cell in a row	TAB
Previous cell in a row	SHIFT+TAB
First cell in a row	ALT+HOME
Last cell in a row	ALT+END
First cell in a column	ALT+PAGE UP
Last cell in a column	ALT+PAGE DOWN
Previous row	UP ARROW
Next row	DOWN ARROW

Insert paragraphs and tab characters in a table

To insert

	Press
New paragraphs in a cell	ENTER
Tab characters in a cell	CTRL+TAB

Keys for reviewing documents

To	Press
Insert a comment	ALT+CTRL+M
Turn revision marks on or off	CTRL+SHIFT+E
Go to the beginning of a comment	CTRL+HOME
Go to the end of a comment	CTRL+END

Keys for performing a mail merge While using the Mail Merge command,

To	Press
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
Insert a merge field	ALT+SHIFT+F

Keys for printing and previewing documents

To	Press
Print a document	CTRL+P
Switch to Print Preview	ALT+CTRL+I
Move around the preview page when zoomed in	Arrow keys
Move by one preview page when zoomed out	PAGE UP or PAGE DOWN
Move to the first preview page when zoomed out	CTRL+HOME
Move to the last preview page when zoomed out	CTRL+END

Keys for working with fields

To insert	Press
A DATE field	ALT+SHIFT+D
A LISTNUM field	ALT+CTRL+L
A PAGE field	ALT+SHIFT+P
A TIME field	ALT+SHIFT+T
An empty field	CTRL+F9

To	Press
Update linked information in a Word source document	CTRL+SHIFT+F7
Update selected fields	F9
Unlink a field	CTRL+SHIFT+F9
Switch between a field code and its result	SHIFT+F9
Switch between all field codes and their results	ALT+F9
Run a GOTOBUTTON or MACROBUTTON from the field that displays the field results	ALT+SHIFT+F9
Go to the next field	F11
Go to the previous field	SHIFT+F11
Lock a field	CTRL+F11
Unlock a field	CTRL+SHIFT+F11

Keys for working with a document outline

In outline view,

To	Press
Promote a paragraph	ALT+SHIFT+LEFT ARROW
Demote a 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
Expand text under a heading	ALT+SHIFT+PLUS SIGN
Collapse text under a heading	ALT+SHIFT+MINUS SIGN
Expand or collapse all text or headings	ALT+SHIFT+A or the asterisk (*) key on the numeric keypad
Hide or display character formatting	The slash (/) key on the numeric keypad
Show the first line of body text or all body text	ALT+SHIFT+L
Show all headings with the Heading 1 style	ALT+SHIFT+1
Show all headings up to Heading n	ALT+SHIFT+n

Keys for menus

To	Press
Show the shortcut menu	SHIFT+F10
Make the menu bar active	F10
Show the program icon menu (on the program title bar)	ALT+SPACEBAR
Select the next or previous command on the menu or submenu	DOWN ARROW or UP ARROW (with the menu or submenu displayed)
Select the menu to the left or right; or, with a submenu visible, switch between the main menu and the submenu	LEFT ARROW or RIGHT ARROW
Select the first or last command on the menu or submenu	HOME or END
Close the visible menu and submenu at the same time	ALT
Close the visible menu; or, with a submenu visible, close the submenu only	ESC

Tip You can select any menu command on the menu bar or on a visible toolbar with the keyboard. Press ALT to select the menu bar. (To then select a toolbar, press CTRL+TAB; repeat until the toolbar you want is selected.) Press the letter that is underlined in the menu name that contains the command you want. In the menu that appears, press the letter underlined in the command name that you want.

Shortcuts by Fordac Inc.
<http://www.fordac.co.nr>