

### Shortcuts for Microsoft Word

<b>Ctrl + A</b>	Select all contents of the page
<b>Ctrl + B</b>	Bold highlighted selection
<b>Ctrl + X</b>	Cut selected text
<b>Ctrl + C</b>	Copy selected text
<b>Ctrl + V</b>	Paste selected text.
<b>Ctrl + F</b>	Open find box
<b>Ctrl + H</b>	Open replace box
<b>Ctrl + G or F5</b>	Go to
<b>Ctrl + I</b>	Italicize highlighted section
<b>Ctrl + J</b>	Justify paragraph
<b>Ctrl + K</b>	Insert hyperlink
<b>Ctrl + U</b>	Underline highlighted section
<b>Ctrl + Shift + D</b>	Double underline highlighted selection
<b>Ctrl + Shift + W</b>	Underline word
<b>Ctrl + P</b>	Open the print window
<b>Ctrl + Y</b>	Repeat the last action performed
<b>Ctrl + Z</b>	Undo last action
<b>Ctrl + L</b>	Aligns the line or selected text to the left of the screen
<b>Ctrl + E</b>	Aligns the line or selected text to the center of the screen
<b>Ctrl + R</b>	Aligns the line or selected text to the right of the screen
<b>Ctrl + M</b>	Indent the paragraph
<b>Ctrl + N</b>	New document
<b>Ctrl + O</b>	Open document
<b>Ctrl + Shift + F</b>	Change the font
<b>Shift + F3</b>	Underline words but not spaces
<b>Ctrl + Shift + A</b>	Format letters as all capitals
<b>Ctrl + Shift + K</b>	Format letters as small capitals
<b>Ctrl + Shift + W</b>	Underline words but not spaces
<b>Ctrl + F3</b>	Cut to the Spike
<b>Ctrl + Shift + F3</b>	Insert/Paste the contents of the Spike
<b>Ctrl + Shift + F10</b>	Activate the ruler
<b>Ctrl + Shift + F10</b>	Activate the ruler
<b>Alt + Ctrl + S</b>	Split the document window
<b>Alt + Shift + C</b>	Remove the document window split
<b>Ctrl + Shift + &gt;</b>	Increase selected font + 1
<b>Ctrl + ]</b>	Increase selected font + 1
<b>Ctrl + Shift + &lt;</b>	Decrease selected font -1
<b>Ctrl + [</b>	Decrease selected font -1
<b>Ctrl + Shift + *</b>	View or hide non printing characters (¶ button)
<b>Ctrl + left arrow</b>	Moves one word to the left
<b>Ctrl + right arrow</b>	Moves one word to the right
<b>Ctrl + up arrow</b>	Moves to the beginning of the line or paragraph
<b>Ctrl + down arrow</b>	Moves to the end of the paragraph
<b>Ctrl + Del</b>	Deletes word to the right of cursor
<b>Ctrl + Backspace</b>	Deletes word to the left of cursor
<b>Ctrl + End</b>	Moves the cursor to the end of the document
<b>Ctrl + Home</b>	Moves the cursor to the beginning of the document
<b>Ctrl + Spacebar</b>	Reset highlighted text to the default font
<b>Ctrl + Shift + Spacebar</b>	Space (non-breaking)
<b>Ctrl + Enter</b>	Page break
<b>Ctrl + 1</b>	Single-space lines
<b>Ctrl + 2</b>	Double-space lines
<b>Ctrl + 5</b>	1.5-line spacing
<b>Ctrl + Alt + 1</b>	Changes text to heading 1
<b>Ctrl + Alt + 2</b>	Changes text to heading 2

<b>Ctrl + Alt + 3</b>	Changes text to heading 3
<b>F1</b>	Open Help
<b>Shift + F3</b>	Change the case of the selected text
<b>Shift + F1</b>	Reveal Formatting
<b>Ctrl + F1</b>	Task Pane
<b>Shift + Insert</b>	Paste
<b>Shift + Enter</b>	Line Break
<b>Shift + F5</b>	To the location of the insertion point when the document was last closed
<b>Alt + Ctrl + Shift + Page Down</b>	To the end of a window
<b>Ctrl + Shift + Down Arrow</b>	To the end of a paragraph
<b>Ctrl + Shift + End</b>	To the end of a document
<b>Ctrl + Shift + F8, and then use the arrow keys; press Esc to cancel selection mode</b>	To a vertical block to text
<b>Ctrl + Shift + Home</b>	To the beginning of a document
<b>Ctrl + Shift + Up Arrow</b>	To the beginning of a paragraph
<b>F2</b>	Move text or graphics
<b>F4</b>	Repeat the last action performed (2000 +)
<b>F6</b>	Go to next pane or frame
<b>F7</b>	Spell check selected text and or document
<b>F8</b>	Turn extend mode on
<b>F10</b>	Activate the menu bar
<b>Esc</b>	Turn extend mode off
<b>F8 (press once to select a word, twice to select a sentence, and so forth)</b>	Increase the size of a selection
<b>F8, and then press Left Arrow or Right Arrow</b>	Select the nearest character
<b>Shift + F8</b>	Reduce the size of a selection
<b>Shift + F7</b>	Activate the thesaurus
<b>F12</b>	Save as
<b>Shift + F12</b>	Save
<b>Alt + F8</b>	Macros
<b>Ctrl + Shift + F5</b>	Assign bookmark
<b>Ctrl + F4</b>	Close window
<b>Ctrl + F7</b>	Choose the Move command (Control menu)
<b>Ctrl + F8</b>	Choose the Size command (document Control menu)
<b>Ctrl + F2 or Ctrl + Alt + I</b>	Print Preview
<b>Ctrl + Shift + Enter</b>	Column Break
<b>Alt + Ctrl + P</b>	Show columns (page layout)
<b>Alt + Ctrl + E</b>	Add Endnote
<b>Alt + Ctrl + F</b>	Add Footnote
<b>Ctrl + Shift + H</b>	Hide/View hidden text
<b>Alt + F4</b>	Exit Word
<b>Ctrl + Shift + hyphen</b>	Non-breaking hyphen
<b>Ctrl + hyphen</b>	Optional hyphen
<b>Ctrl + T</b>	Indent hanging 1/2 inch
<b>Ctrl + M</b>	Indent paragraph
<b>Ctrl + Shift + T</b>	Reset hanging indent
<b>Ctrl + Shift + M</b>	Reset paragraph indent
<b>Ctrl + 5</b>	1.5 line spacing
<b>Ctrl + 2</b>	Double line spacing
<b>Ctrl + 1</b>	Single line spacing
<b>Ctrl + 0 (zero)</b>	Add or remove one line space preceding a paragraph
<b>Alt + Shift + E</b>	Mail merge - edit data document

<b>Alt + Shift + F</b>	Mail merge - insert merge field
<b>Alt + Shift + N</b>	Mail merge - merge document
<b>Alt + Shift + K</b>	Mail merge - preview mail merge
<b>Alt + Shift + M</b>	Mail merge - print merged document
<b>Ctrl + =</b>	Subscript
<b>Ctrl + Shift + =</b>	Superscript
<b>Ctrl + Shift + E</b>	Track changes
<b>Alt + Ctrl + N</b>	Switch to normal view
<b>Alt + Ctrl + O</b>	Switch to outline view
<b>Alt + Ctrl + P</b>	Switch to print layout view
<b>Click, hold, and drag</b>	Selects text from where you click and hold to the point you drag and let go
<b>Double - click</b>	Double-clicking a word selects the complete word
<b>Double - click</b>	Double-clicking on the left, center, or right of a blank line will make the alignment of the text left, center, or right aligned
<b>Double - click</b>	Double-clicking anywhere after text on a line will set a tab stop.
<b>Triple - click</b>	Selects the line or paragraph of the text the mouse triple-clicked
<b>Ctrl + Mouse wheel</b>	Zooms in and out of document
<b>Alt + Click, hold, drag</b>	Selects a column of text (very useful!)

#### Tables Shortcuts for Microsoft Word

<b>Alt + 5 on the numeric keypad (with Num Lock off)</b>	Select an entire table
<b>Alt + End</b>	Last cell in a row
<b>Alt + Home</b>	First cell in a row
<b>Alt + Page Down</b>	Last cell in a column
<b>Alt + Page Down</b>	Last cell in a column
<b>Alt + Page Up</b>	First cell in a column
<b>Down Arrow</b>	Next row
<b>Shift + Tab</b>	Previous cell in a row
<b>Tab</b>	Next cell in a row
<b>Up Arrow</b>	Previous row
<b>Click in the column's top or bottom cell. Hold down Shift and press the Up Arrow or Down Arrow key repeatedly</b>	Select a column
<b>Ctrl + Shift + F8, and then use the arrow keys; press Esc to cancel selection mode</b>	Extend (or block)
<b>Hold down Shift and press an arrow key repeatedly</b>	Extend to adjacent cells
<b>Shift + F8</b>	Reduce the selection size
<b>Ctrl + Shift + F8</b>	Extend or block (then press an arrow key)

#### Fields Shortcuts for Microsoft Word

<b>Alt + Ctrl + L</b>	A Listnum field
<b>Alt + F1</b>	Go to the next field
<b>Alt + F9</b>	Switch between all field codes and their results
<b>Alt + Shift + D</b>	A Date field
<b>Alt + Shift + F1</b>	Go to the previous field
<b>Alt + Shift + F9</b>	Run Gotobutton or Macrobutton from the field that displays the field results
<b>Alt + Shift + P</b>	A Page field
<b>Alt + Shift + T</b>	A Time field
<b>Ctrl + F11</b>	Lock a field
<b>Ctrl + F9</b>	Insert an empty field
<b>Ctrl + Shift + F11</b>	Unlock a field
<b>Ctrl + Shift + F7</b>	Update linked information in a Word source document
<b>Ctrl + Shift + F9</b>	Unlink a field
<b>F11</b>	Go to the next field
<b>F9</b>	Update selected fields
<b>Shift + F11</b>	Go to the previous field

<b>Shift + F9</b>	Switch between a field code and its result
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<b>Shortcuts for Foreign Letters and Special Characters in Microsoft Word</b>	
<b>Ctrl + ` (accent-grave) letter</b>	à, è, ì, ò, ù
<b>Ctrl + ` (accent-grave) shift + letter</b>	À, È, Ì, Ò, Ù
<b>Ctrl + ' (apostrophe) letter</b>	á, é, í, ó, ú
<b>Ctrl + ' (apostrophe) shift + letter</b>	Á, É, Í, Ó, Ú
<b>Ctrl + Shift + ^ (caret) letter</b>	â, ê, î, ô, û
<b>Ctrl + Shift + ^ (caret) letter</b>	Â, Ê, Î, Ô, Û
<b>Ctrl + Shift + ~ (tilde) letter</b>	ã, ñ, õ
<b>Ctrl + Shift + ~ (tilde) Shift + letter</b>	Ã, Ñ, Õ
<b>Ctrl + Shift + : (colon) letter</b>	ä, ë, ï, ö, ü, ÿ
<b>Ctrl + Shift + : (colon) Shift + letter</b>	Ä, Ê, Ì, Ö, Ü, ÿ
<b>Ctrl + Shift + @ a or A</b>	ã, Å
<b>Ctrl + Shift + &amp; a or A</b>	æ, Æ
<b>Ctrl + Shift + &amp; o or O</b>	œ, Œ
<b>Ctrl + , (comma) c or C</b>	ç, Ç
<b>Ctrl + ' (apostrophe) d or D</b>	ð, Ð
<b>Ctrl + / o or O</b>	ø, Ø
<b>Alt + Ctl + Shift + ?</b>	ı
<b>Alt + Ctrl + Shift + !</b>	ı
<b>Ctrl + Shift + &amp; S</b>	ß
<b>Alt + Ctrl + C</b>	The copyright symbol
<b>Alt + Ctrl + period</b>	An ellipsis
<b>Alt + Ctrl + R</b>	The registered trademark symbol
<b>Alt + Ctrl + T</b>	The trademark symbol
<b>Ctrl + Enter</b>	A page break
<b>Ctrl + F9</b>	A field
<b>Ctrl + hyphen</b>	An optional hyphen
<b>Ctrl + Shift + Enter</b>	A column break
<b>Ctrl + Shift + hyphen</b>	A nonbreaking hyphen
<b>Ctrl + Shift + Spacebar</b>	A nonbreaking space
<b>Enter (after typing the first few characters of the Auto Text Entry name and when the ScreenTip appears)</b>	An AutoText entry

### Format Painter in Microsoft Word

If you have text that has formatting you want to apply somewhere else in the document, you can do it without the task pane. Click anywhere inside the text with the format that you want to copy, then click the Format Painter button on the Standard toolbar. (This button looks like a paintbrush.) Then select the text you want to "paint" and Word formats that selection according to the source text's style or formatting. The Format Painter is handy if your source text is on screen and you have only one or two formatting changes to make, whereas the task pane will let you make a quick formatting change no matter how remote the source text is in your document. If you have many sources to change to the same formatting double click the format painter icon to lock in the style you have selected. Press Esc once you have finished your formatting and the cursor will return.

### Make Your Own Shortcuts in Microsoft Word

To assign your own shortcuts not listed here, check out this page: [Microsoft Office Online: Assign Shortcut Keys to Your Favorite Word Features.](#)