

Ctrl+Function Keys :-	
Ctrl+F1	Expand or collapse the ribbon.
Ctrl+F2	Choose the Print Preview command.
Ctrl+F3	Cut to the Spike.
Ctrl+F4	Close the window.
Ctrl+F6	Go to the next window.
Ctrl+F9	Insert an empty field.
Ctrl+F10	Maximize the document window.
Ctrl+F11	Lock a field.
Ctrl+F12	Choose the Open command.
Ctrl+Shift+Function Keys :-	
Ctrl+Shift+F3	Insert the contents of the Spike.
Ctrl+Shift+F5	Edit a bookmark.
Ctrl+Shift+F6	Go to the previous window.
Ctrl+Shift+F7	Update linked information in a Word source document.
Ctrl+Shift+F8, and then press an arrow key	Extend a selection or block.
Ctrl+Shift+F9	Unlink a field.
Ctrl+Shift+F11	Unlock a field.
Ctrl+Shift+F12	Choose the Print command.