

Work with headings in Outline view :-	
Alt+Shift+Left Arrow	Promote a paragraph.
Alt+Shift+Right Arrow	Demote a paragraph.
Ctrl+Shift+N	Demote to body text.
Alt+Shift+Up Arrow	Move selected paragraphs up.
Alt+Shift+Down Arrow	Move selected paragraphs down.
Alt+Shift+Plus Sign	Expand text under a heading.
Alt+Shift+Minus Sign	Collapse text under a heading.
Alt+Shift+A	Expand or collapse all text or headings.
The slash (/) key on the numeric keypad	Hide or display character formatting.
Alt+Shift+L	Show the first line of text or all text.
Alt+Shift+1	Show all headings with the Heading 1 style.
Alt+Shift+n	Show all headings up to Heading n.
Ctrl+Tab	Insert a tab character.
Navigate in Read Mode view :-	
Home	Go to the beginning of the document.
End	Go to the end of the document.
n (n is the page number you want to go to), Enter	Go to page n.
Esc	Exit Read mode.