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| WORD SHORTCUT KEYS | |
| ACTION | SHORTCUT KEYS |
| Select All | Ctrl+A |
| Bold | Ctrl+B |
| Copy | Ctrl+C |
| FONT MENU /DUPLICATE SELECTED SHAPE/ PHOTO | Ctrl+D |
| Center Allignment | Ctrl+E |
| Find Menu | Ctrl+F |
| GOTO | Ctrl+G , F5 |
| Replace | Ctrl+H |
| Italic | Ctrl+I |
| Justify Paragraph | Ctrl+J |
| Hyperlink | Ctrl+k |
| Left Alignment | Ctrl+L |
| Paragraph /Left indent increase | Ctrl+M |
| New Blank File / Document | Ctrl+N |
| Open already exiting File | Ctrl+O |
| Print MENU | Ctrl+P |
| Left Indent Decrease | Ctrl+Q |
| RIGHT ALLIGNMENT | Ctrl+R |
| SAVE FILE /SAVE DOCUMENT | Ctrl+S |
| HANGING INDENT INCREASE | Ctrl+T |
| Underline | Ctrl+U |
| Double Underline | Ctrl+Shift+D |
| PASTE | CTRL+V |
| SAVE & CLOSE (EXIT) DOCUMENT | Ctrl+W |
| CUT | Ctrl+X |
| REDU &Repeat (GOTO FORWARD ) /GOTO NEXT | Ctrl+Y |
| UNDO (GOTO BACKWARD) /GOTO BACK | Ctrl+Z |
| SPACE INCREASE /DECREASE ABOVE PARAGRAPH | Ctrl+0 (zero) |
| SINGLE SPACING IN PARAGRAPH | Ctrl+1 (one) |
| DOUBLE SPACING IN PARAGRAPH | Ctrl+2 (two) |
| ONE & HALF SPACING IN PARAGRAPH | Ctrl+5 (five) |
| All Caps | Ctrl+Shift+A |
| Apply List Bullets | Ctrl+Shift+L |
| Auto Format | Alt+Ctrl+K |
| Auto Text | F3 |
| Cancel | ESC |
| Change Case | Shift+F3 |
| Right Side Erase /Clear | Del |
| Left Side Erase / Clear | Backspace |
| Close or Exit | Alt+F4 |
| Create Auto Text | Alt+F3 |
| Help | F1 |
| Merge Field | Alt+Shift+F |
| Outline | Alt+Ctrl+O |
| Overtype / Copy | Insert |
| Page | Alt+Ctrl+P |
| Page Break | Ctrl+Enter |
| Copy Format | Ctrl+Shift+C |
| Paste Format | Ctrl+Shift+V |
| Small Caps | Ctrl+Shift+K |
| Style | Ctrl+Shift+S |
| Subscript H2SO4 H2O CO2 | Ctrl+= |
| Superscript 22 12TH 10TH | Ctrl+Shift++ |
| Task Pane | Ctrl+F1 |
| Time Field | Alt+Shift+T |
| Update Fields | F9 |
| Word Count List | Ctrl+Shift+G |
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| Function Keys |  |
| F1 | Get Help or visit Microsoft Office Online. |
| F2 | Move text or graphics |
| F3 | Insert 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 (after Microsoft Word displays the entry). |
| 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). |
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| **SHIFT+Function key** |  |
| 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) |
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| **CTRL+Function Key** |  |
| CTRL+F1 | HIDDEN THE RIBBON |
| CTRL+F2 | Choose the Print Preview command (File menu). |
| CTRL+F3 | Cut to the Spike (Spike: A special AutoText entry that stores multiple deletions. Microsoft Word appends one item to another until you paste the contents as a group in a new location in your document. You can also use the Microsoft Office Clipboard to get the same result.) |
| 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). |
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| **CTRL+SHIFT+Function Key** |  |
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| CTRL+SHIFT+F3 | Insert the contents of the Spike (Spike: A special AutoText entry that stores multiple deletions. Microsoft Word appends one item to another until you paste the contents as a group in a new location in your document. You can also use the Microsoft Office Clipboard to get the same result.) |
| 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. |
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| ALT+SHIFT+Function Key |  |
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