



Frequently Used

Key	Function to
F1	Open Help
F3	Find Item
F7	Spell check
esc	Close Window or Menu
ctrl + A	Select all
ctrl + Z	Undo previous action
ctrl + Y	Redo action
ctrl + C	Copy
ctrl + V	Paste
ctrl + P	Print
ctrl + N	New Document
ctrl + H	Find and Replace
ctrl + S	Save Document
ctrl + O	Open Document
ctrl + W	Close Document
ctrl + K	Insert Hyperlink
shift + F7	Open the thesaurus for selected Word

Ribbon

Key	Function to
alt + H	Open Home tab
alt + F	Open File menu
alt + Q	Move to Tell me or Search
alt + N	Open Insert tab
alt + G	Open Design tab
alt + P	Open Layout tab
ctrl + S	Open Reference tab
alt + M	Open Mailing tab
alt + R	Open Review tab
alt + W	Open View tab
ctrl + F1	Expand/Collapse ribbon
shift + F10	Open Context menu

Navigation

Key	Function to
page up	Up one Screen
page down	Down one Screen
ctrl + ←	Move Cursor one word left
ctrl + →	Move Cursor one word right
ctrl + ↑	Move Cursor up a paragraph
ctrl + ↓	Move Cursor down a paragraph
ctrl + home	Go to Beginning of Document
ctrl + end	Go to End of Document
home	Beginning of Line
end	End of Line
F5	Open Go To dialog
ctrl + F	Open Navigation pane
ctrl + page up	Move Cursor to top of next page
ctrl + page down	Move Cursor top of previous page

Print & Document Views

Key	Function to
ctrl + P	Print Document
ctrl + alt + I	Switch to Print Preview
ctrl + alt + P	Print Layout View
ctrl + alt + O	Outline View
ctrl + alt + N	Draft View
ctrl + alt + S	Split Document View

Text Selection

Key	Function to
ctrl + A	To select All
Double Mouse click Word	To select a Word
ctrl + Mouse click anywhere in sentence	To select a Sentence
Triple Mouse click paragraph	To select a Paragraph
shift + home	To select from cursor to beginning of Line
shift + end	To select from cursor to start of Line



Format & Edit Text

Key	Function to	Key	Function to
alt + O	Display Format Text tab on the ribbon	ctrl + alt + 1	Apply Heading 1 Style
ctrl + shift + P	Display the Font Dialog box	ctrl + alt + 2	Apply Heading 2 Style
ctrl + F3	Switch case of first letter in selected word/line	ctrl + alt + 3	Apply Heading 3 Style
ctrl + shift + K	Toggle the case of the selected text	ctrl + alt + 4	Apply Heading 4 Style
ctrl + A	Select all Text/Items	ctrl + alt + 5	Apply Heading 5 Style
ctrl + B	Make selected Text bold	ctrl + alt + 6	Apply Heading 6 Style
ctrl + I	Italicize selected Text	ctrl + shift + >	Increase font size of selected Text
ctrl + U	Underline selected Text	ctrl + shift + <	Decrease font size of selected Text
ctrl + alt + H	Highlight selected Text	ctrl + L	Align Paragraph to the left
ctrl + shift + N	Clear all formatting of selected Text	ctrl + R	Align Paragraph to the right
ctrl + backspace	Delete one Word to the left	ctrl + E	Center Text
ctrl + del	Delete one Word to the right	ctrl + J	Justify Text
ctrl + shift + C	Copy selected Formatting	ctrl + [Increase Font size by 1
ctrl + shift + V	Paste selected Formatting	ctrl +]	Decrease Font size by 1
shift + enter	Line break without starting new paragraph	ctrl + alt + C	Insert copyright symbol ©
ctrl + enter	Page break	ctrl + alt + R	Insert Registered Trademark symbol ®
		ctrl + alt + T	Insert Trademark symbol ™

References & Citations

Key	Function to
ctrl + alt + M	Insert Comment
ctrl + shift + E	Turn On/Off Change Tracking
ctrl + alt + F	Insert Footnote
ctrl + alt + D	Insert Endnote
alt + shift + O	Mark Table of Content entry
alt + shift + I	Mark Table of Authority entry
alt + shift + X	Mark Index entry

Word Fields

Key	Function to
alt + shift + D	Insert DATE field
alt + shift + L	Insert LISTNUM field
alt + shift + P	Insert PAGE field
alt + shift + T	Insert TIME field
ctrl + F9	Insert EMPTY field
ctrl + shift + F9	Unlink field
F9	Update selected fields

Mail Merge

Key	Function to
alt + shift + K	Preview Mail Merge
alt + shift + N	Merge a Document
alt + shift + M	Print a Merge Document
alt + shift + E	Edit Data Document
alt + shift + F	Insert a Merge Field