Word Shortcut Keys

Manage Word Documents And View

Ctrl+ N	Create New Document
Ctrl+ O	Open Document
Ctrl+ W	Close Document
Ctrl+ S	Save Document
F12	Save Document As
Ctrl + P	Print Document/ Print Preview
Ctrl +F6	Swich Between Multiple Documents
Alt + Ctrl + P	Switch To Print Layout
Alt + Ctrl + O	Switch To Outline View
Alt + Ctrl + N	Switch To Draft View
Ctrl+ Scroll Mouse	Zoom In And Zoom Out
Alt + Ctrl + S	Split The Document Window

Navigate In Word Documents

Arrow Left / Arrow Right	Jump One Character To The Left / To Right
Ctrl + Arrow Left / Ctrl+ Arrow Right	Jump One Word To The Left / To Right
End/Home	Jump To The End Of A Line / Beginning Of A Line
Arrow Down / Arrow Up	Jump One Line Down / One Line Up
Ctrl + Arrow Down / Arrow Up	Jump One Paragraph Down / One Paragraph Up
Page Down/Page Up	Jump One Screen Down / One Screen Up
Ctrl + Page Down/Page Up	Mov Beginning Of Next Page / Beginning Of Previous Page
Alt + Ctrl + Page Down/Page Up	Jump To Top / To Bottom Of Visible Window
Ctrl + End/Home	Jump To End/ To Beginning Of Document
F6	Cycle Through Ribbon/ Open Panes/ Status Bar/Document Window
Ctrl + G Pr F5	Go To A Page, Bookmarks, Footnote, Table Comment, Graphics, Or Other Location
Alt + Ctrl + Z	Go Back Previously Edited Location In Document (Up To 4 Places

Shift + F5	Go To A The Last Change Or Revision. Also Works After Openning Document
Ctrl + Shift + F5	Set, Go To End Edit Bookmarks

Select Text, Move, And Delet Text

Shift + Arrow Right / Arrow Left	Extend Selection One Character To The Right / To Left
Ctrl + Shift + Arrow Right / Arrow Left	Extend Selection One Word To The Right / To The Left
Shift + End/Home	Extend Selection To The End / To Beginning Of A Line
Shift + Arrow Down / Arrow Up	Extend Selection To The One Line Down / One Line Up
Shift + Page Down / Page Up	Extend Selectin One Screen Down / One Screen Up
Ctrl + Shift + End/Home	Extend Selection To End / To Brginning Of Document
Alt + Ctrl + Shift + Page Down + Page Up	Extend Selection To End / To Brginning Of Visible Window
Ctrl + A	Select All - Extend Selection To Entire Document
Arrow Keys	Cancel Selection And Return To Entire Document
F8	Turn Extend Mode On: Extend Selection Without Pressing Shift
Shift + F8	Reduce The Size Of A Selection In Extended Mode
Ctrl + Shift + F8, And Arrow Keys	Select A Verticle Block Of Text In Extended Mode
Esc	Turn Extend Mode Off
F2, Then Move To Positin And Press Enter	Move Selected Text To Different Position
Shift + F2, Then Move To Positin And Press Enter	Copy Selected Text To Different Position
Delete/Backspace	Delete One Character To The Right / To Left (Or Delete Selection)
Ctrl + Delete /Backspace	Delete One Word To The Right Or Delete Selection
Delete	Delete One Character To The Right Or Delete Selection
Ctrl+ Shift + < / >	Decrease / Increase Font Size One Value

Undo, Copy And Paste	
Ctrl + Z	Undo The Last Action
Ctrl + Y	Redo The Last Action
Ctrl + X / Ctrl + C / Ctrl + V	Cut / Copy /Paste Selected Text Or Object
Ctrl + Shift + C	Copy Text Format
Ctrl + Shift + V	Paste Text Format
Ctrl + V, Then Ctrl, Then K	Paste And Keep Source Formating
Ctrl + V, Then Ctrl, Then T	Paste And Keep Text Only
Alt + Shift + R	Copy The Header Or Footer From Previous Section Pf The Document
Format Text And Paragraph	
Ctrl + B	Apply/Remove Bold
Ctrl + I	Apply/Remove Italic
Ctrl + U	Apply/Remove Underline
Ctrl + Shift + D	Apply/Remove Double-Underline
Ctrl + Shift + W	Apply/Remove Words Underline
Ctrl + Shift + H	Apply/Remove Hidden Formatting
Ctrl + Shift + A	Apply/Remove All Cap
Ctrl + Shift + K	Apply/Remove Small Capitals
Ctrl + D	Open The Font Dialog Box
Ctrl + Shift + < / >	Decrease / Increase Font Size One Value
Ctrl +] / [	Decrease / Increase Font Size One Point
Ctrl + =	Apply/Remove Subrscript
Ctrl + Shift + =	Apply/Remove Superscript
Ctrl + Shift + C	Copy Formatting
Ctrl + Shift + V	Paste Formatting
Shift + F3	Change Between All Upper-, First Letter Upper- And All Lower-Case
Alt + H, 4	Apply Strike-Through Formatting
Ctrl + Shift + Q	Change The Selection To The Symbol Font
Ctrl + F1	Reveal Formating
Ctrl + Alt + H	Apply/Remove Highlight Text Feature
Format Paragraph And Apply Styles	
Ctrl + R	Right-Align Paragraph

Ctrl + L	Left-Align Paragraph
Ctrl + E	Center Align Paragraph
Ctrl + J	Justify Align Paragraph
Ctrl + M/Ctrl + Shift + M	Indent Paragraph From The Left And Increase / Decrease /Indent
Ctrl + T	Increase Hanging
Ctrl + Shift + T	Decrease Hanging Indent
Ctrl + 1	Set Line-Spacing To Single-Space
Ctrl + 2	Set Line-Spacing To Double-Space
Ctrl + 5	Set Line-Spacing To 1.5
Ctrl + 0	Add Or Remove One Line Space Preceding A Paragraph
Alt + Ctrl + Shift + S	Open Or Close Style Task Pane
Alt + Ctrl + 1	Apply Heading 1 Style
Alt + Ctrl + 2	Apply Heading 2 Style
Alt + Ctrl + 3	Apply Heading 3 Style
Alt + Shift + Arrow Right/Arrow Left	Promote / Demote Headings
Ctrl + Shifft +N	Apply Normsl Style
Ctrl + Shifft + S	Open Apply Styles Task Pane (Will Not Close With Pressing It A Second Time)

Search And Replace

Ctrl + H	Open Traditional Find And Replace Window
Ctrl + H, Then Alt + D	Open Traditional Find Window
Shift + F4	Repeat Last Find After Closing Find Window
Ctrl + Tab	Jump Between Find Menu And Document
Alt + Space, Arrow Keys And Enter	Move Find Menu Window
Esc	Close Traditional Search Window If Active
Ctrl + F	Open Search Menu In Navigation Task Pane
Alt,W,K	Open And Close Navigation Pane

Ribbons And Navigation Pane

Ctrl+F1	Show Or Hide The Ribbon
Space Or Enter	When In Ribbon Open Or Activate Selected Item
Alt,W,K	Open Or Close Navigation Pane
F6/Shift+F6	With Navigation Pane Open: Switch Forword / Backgrounds Between (1) Navigation Pane, (2) Bottom Taskbar, (3) Ribbon, And (4) Document

Tab/Shift + Tab	**In Navigation Pane: Move Through Navigation Pane Options**

Mail Merge

Alt + Shift + K	**Preview A Mail Merge**
Alt + Shift + N	**Merge A Document**
Alt + Shift + M	**Print The Merged Document**
Alt + Shift + E	**Edit A Mail-Merge Data Document**
Alt + Shift + F	**Insert A Merge Field**

The Rest

F1	**Get Help Or Visit Microshoft Office.Com**
Alt + Space	**Exit Word**
Alt + F10	**Display A Shortcut Menu**
Alt + F3	**Create New Building Block With Selected Texts**

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