

Many *WordTips* readers have asked for a definitive list of function keys and their uses. The following table provides such a list. It is suitable for printing and handy reference while using Word.

Key to Press	Action
F1:	Invoke help system
Shift+F1:	Context-sensitive help or reveal formatting
Ctrl+F1:	Display or hide the ribbon
Alt+F1:	Next field
Shift+Ctrl+F1:	(not assigned)
Shift+Alt+F1:	Previous field
Ctrl+Alt+F1:	Display Microsoft System Information
F2:	Move selection
Shift+F2:	Copy selection
Ctrl+F2:	Print Preview
Alt+F2:	(not assigned)
Shift+Ctrl+F2:	(not assigned)
Shift+Alt+F2:	Save
Ctrl+Alt+F2:	Open
F3:	(not assigned)
Shift+F3:	Change case of selection
Ctrl+F3:	Cut selection to the Spike
Alt+F3:	Create a Building Block entry
Shift+Ctrl+F3:	Paste information from the Spike
Shift+Alt+F3:	(not assigned)
Ctrl+Alt+F3:	(not assigned)
F4:	Repeat last action
Shift+F4:	Repeat last Find or Go To operation
Ctrl+F4:	Close window
Alt+F4:	Quit
Shift+Ctrl+F4:	(not assigned)
Shift+Alt+F4:	Quit
Ctrl+Alt+F4:	(not assigned)
F5:	Go To
Shift+F5:	Return to last edit location
Ctrl+F5:	(not assigned)
Alt+F5:	Restore program window size
Shift+Ctrl+F5:	Edit bookmark
Shift+Alt+F5:	(not assigned)

Ctrl+Alt+F5:	(not assigned)
F6:	Next pane
Shift+F6:	Previous pane
Ctrl+F6:	Next window
Alt+F6:	Switch between dialog box and document
Shift+Ctrl+F6:	Previous window
Shift+Alt+F6:	Previous window
Ctrl+Alt+F6:	(not assigned)
F7:	Spell check
Shift+F7:	Thesaurus
Ctrl+F7:	(not assigned)
Alt+F7:	Select next spelling error and display Context menu
Shift+Ctrl+F7:	Update links
Shift+Alt+F7:	Display Research task pane
Ctrl+Alt+F7:	(not assigned)
F8:	Extend selection
Shift+F8:	Collapse selection
Ctrl+F8:	(not assigned)
Alt+F8:	Display Macros dialog box
Shift+Ctrl+F8:	Start COL selection mode
Shift+Alt+F8:	(not assigned)
Ctrl+Alt+F8:	(not assigned)
F9:	Update fields
Shift+F9:	Toggle display of field code or results
Ctrl+F9:	Insert field code braces
Alt+F9:	Toggle display of all field codes or results
Shift+Ctrl+F9:	Convert field to regular text
Shift+Alt+F9:	Run GOTOBUTTON or MACROBUTTON from a field
Ctrl+Alt+F9:	(not assigned)
F10:	Show KeyTips
Shift+F10:	Display Context menu
Ctrl+F10:	Maximize document window
Alt+F10:	Display Selection task pane
Shift+Ctrl+F10:	(not assigned)
Shift+Alt+F10:	Display menu or message for available actions
Ctrl+Alt+F10:	(not assigned)
F11:	Next field
Shift+F11:	Previous field

Ctrl+F11:	Lock a field
Alt+F11:	Display VBA editor
Shift+Ctrl+F11:	Unlock a field
Shift+Alt+F11:	(not assigned)
Ctrl+Alt+F11:	(not assigned)
F12:	Save As
Shift+F12:	Save
Ctrl+F12:	Open
Alt+F12:	(not assigned)
Shift+Ctrl+F12:	Print
Shift+Alt+F12:	Select TOC button when in TOC container
Ctrl+Alt+F12:	(not assigned)

There is a caveat to remember when looking at any function key list, including this one. Microsoft is notorious for changing what function keys do. Thus, the above list may not be accurate for ALL versions of Word, but it will still be helpful as you are trying to learn your way around the program.