

221 Microsoft Word Shortcuts

1

Ctrl + Shift + A

AllCaps

Makes the selection all capitals (toggle)

2

Alt + Ctrl + 1

ApplyHeading1

Applies Heading 1 style to the selected text

3

Alt + Ctrl + 2

ApplyHeading2

Applies Heading 2 style to the selected text

4

Alt + Ctrl + 3

ApplyHeading3

Applies Heading 3 style to the selected text

5

Ctrl + Shift + L

ApplyListBullet

Applies List Bullet style to the selected text

6

Alt + F10

AppMaximize

Enlarges the application window to full size

7

Alt + F5

AppRestore

Restores the application window to normal size

8

Ctrl+B

Bold

Makes the selection bold (toggle)

9

Ctrl + PgDn

BrowseNext

Jump to the next browse object

10

Ctrl + PgUp

BrowsePrev

Jump to the previous browse object

11

Alt + Ctrl + Home

BrowseSel

Select the next/prev browse object

12

Esc

Cancel

Terminates an action

13

Ctrl+E

CenterPara

Centers the paragraph between the indents

14

Shift+F3

ChangeCase

Changes the case of the letters in the selection

15

Left arrow

CharLeft

Moves the insertion point to the left one character

16

Shift + Left arrow

CharLeftExtend

Extends the selection to the left one character

17

Rt arrow

CharRight

Moves the insertion point to the right one character

18

Shift + Rt arrow

CharRightExtend

Extends the selection to the

right one character

19

Alt + Shift + C

ClosePane

Closes the active window pane (if you are in Normal View and have, for example, the Footnote pane open)

20

Alt+Drag (or press Ctrl + Shift + F8 and drag, but Alt + Drag is far easier!)

ColumnSelect

Selects a columnar block of text

21

Ctrl + Shift + C

CopyFormat

Copies the formatting of the

selection

22

Shift + F2

CopyText

Makes a copy of the selection
without using the clipboard
(press Return to paste)

23

Alt + F3

CreateAutoText

Adds an AutoText entry to
the active template

24

Ctrl+ Backspace

DeleteBackWord

Deletes the previous word
without putting it on the
Clipboard

25

Ctrl + Del

DeleteWord

Deletes the next word
without putting it on the
Clipboard

26

Ctrl+W, Ctrl+F4

DocClose

Prompts to save the
document and then closes
the active window. (But
doesn't intercept the menu
command)

27

Ctrl + F10

DocMaximize

Enlarges the active window
to full size

28

Ctrl + F7

DocMove

Changes the position of the active window

29

Ctrl + F5

DocRestore

Restores the window to normal size

30

Ctrl + F8

DocSize

Changes the size of the active window

31

Alt + Ctrl + S

DocSplit

Splits the active window

horizontally and then adjusts the split

32

Alt + Shift + F9

DoFieldClick

Executes the action associated with macrobutton fields

33

Ctrl + Shift + D

DoubleUnderline

Double underlines the selection (toggle)

34

Alt R, G

DrawGroup

Groups the selected drawing objects

35

Alt R, I

DrawSnapToGrid

Sets up a grid for aligning drawing objects

36

Alt R, U

DrawUngroup

Ungroups the selected group of drawing objects

37

Ctrl+Shift+F5 (Or: Alt I, K)

EditBookmark

Brings up the bookmark dialog

38

Del

EditClear

Performs a forward delete or

removes the selection
without putting it on the
Clipboard

39

Ctrl+C

EditCopy

Copies the selection and puts
it on the Clipboard

40

Ctrl+X

EditCut

Cuts the selection and puts it
on the Clipboard

41

Ctrl+F

EditFind

Finds the specified text or
the specified formatting

42

F5, Ctrl+G

EditGoTo

Jumps to a specified place in the active document

43

Alt E, K

EditLinks

Allows links to be viewed, updated, opened, or removed

44

Ctrl+V

EditPaste

Inserts the Clipboard contents at the insertion point

45

Alt E, S

EditPasteSpecial

Inserts the Clipboard contents as a linked object, embedded object, or other format

46

Alt + Shift + Backspc

EditRedo

Redoes the last action that was undone

47

F4

EditRedoOrRepeat

Repeats the last command, or redoes the last action that was undone (unfortunately, doesn't work for as many commands in Word 2000 as in Word 97 and below, but this is still one of Word's most useful shortcuts, if not

the most useful)

48

Ctrl+H

EditReplace

Finds the specified text or the specified formatting and replaces it

49

Ctrl+A

EditSelectAll

Selects the entire document

50

Ctrl+Z

EditUndo

Reverses the last action

51

Alt + PageDn (to select to end of column, use Alt +

Shift + PgDn)

EndOfColumn

**Moves to the last cell in the
current table column**

52

Ctrl+Shift+End

EndOfDocExtend

**Extends the selection to the
end of the last line of the
document**

53

Ctrl+End

EndOfDocument

**Moves the insertion point to
the end of the last line of the
document**

54

End

EndOfLine

Moves the insertion point to the end of the current line

55

Shift + End

EndOfLineExtend

Extends the selection to the end of the current line

56

Alt + End

EndOfRow

Moves to the last cell in the current row

57

Alt + Ctrl + PgDn

EndOfWindow

Moves the insertion point to the end of the last visible line on the screen

58

Shift + Alt + Ctrl + PgDn

EndOfWindowExtend

Extends the selection to the end of the last visible line on the screen

59

F8 (press Esc to turn off)

ExtendSelection

Turns on extend selection mode and then expands the selection with the direction keys

60

Alt + F4 (<9>)

FileCloseOrExit

Closes the current document, or if no documents are open, quits Word. Horrible command, as it makes it a

long winded business to quit Word. But there's a simple solution - assign Alt+F4 to FileExit instead.

61

Alt + F4 (Word 97)

FileExit

Quits Microsoft Word and prompts to save the documents (does intercept the menu item, but not the keyboard shortcut, or the x button. An AutoExit macro is usually a better way of intercepting this).

62

NOT Ctrl+N!!

FileNew

Creates a new document or template (brings up the

dialog). Note that: Word pretends that Ctrl+N is assigned to FileNew but it isn't, it's assigned to FileNewDefault You can fix this in Word 2000 by assigning Ctrl+N to the FileNewDialog command. In Word 97 the only way to fix it is to create a macro called FileNew (to do this, press Alt + F8, type "FileNew" without the quotes and Click "Create". The macro will automatically contain the code needed to make it work).

63

Ctrl+N

FileNewDefault

Creates a new document

based on the Normal
template.

64

Ctrl+O

FileOpen

Opens an existing document
or template

65

Alt F, U

FilePageSetup

Changes the page setup of
the selected sections

66

Ctrl + P

FilePrint

Prints the active document
(brings up the dialog)

67

Ctrl+F2

FilePrintPreview

**Displays full pages as they
will be printed**

68

Alt F, I

FileProperties

**Shows the properties of the
active document**

69

Ctrl+S

FileSave

FileSave

70

Alt F, A (or F12)

FileSaveAs

**Saves a copy of the
document in a separate file
(brings up the dialog)**

71

Ctrl+Shift+F

Font

Activates the Fonts listbox
on the formatting toolbar

72

Ctrl+Shift+P

FontSizeSelect

Activates the Font Size drop-
down on the formatting
toolbar

73

Alt + Ctrl + K

FormatAutoFormat

Automatically formats a
document (or sometimes,
automatically screws it up)

74

Alt O, B

FormatBordersAndShading

Changes the borders and shading of the selected paragraphs, table cells, and pictures

75

Alt O, E

FormatChangeCase

Changes the case of the letters in the selection

76

Alt O, C

FormatColumns

Changes the column format of the selected sections (brings up the dialog)

77

Alt O, D

FormatDropCap

Formats the first character of current paragraph as a dropped capital (must select it first)

78

Ctrl+D

FormatFont

Brings up the Format + Font dialog

79

Alt + Shift + R

FormatHeaderFooterLink

Links the current header/footer to the previous section (but does not intercept the button on the Header Footer toolbar)

80

Alt O, P
FormatParagraph
Brings up the Format
Paragraph dialog

81
Alt O, S
FormatStyle
Applies, creates, or modifies
styles

82
Alt O, T
FormatTabs
Brings up the Format Tabs
dialog

83
Shift + F5
GoBack
Returns to the previous
insertion point (goes back to

up to 3 points, then returns to where you started; this is one of the most useful shortcuts of them all. Also useful when opening a document, if you want to go straight to where you were last editing it)

84

Ctrl + >

GrowFont

Increases the font size of the selection

85

Ctrl +]

GrowFontOnePoint

Increases the font size of the selection by one point

86

Ctrl + T (or drag the ruler)
HangingIndent
Increases the hanging indent

87
F1
Help
Microsoft Word Help

88
Shift + F1
HelpTool
**Lets you get help on a
command or screen region or
examine text properties**

89
Ctrl + Shift + H
Hidden
**Makes the selection hidden
text (toggle)**

90

Click on it

HyperlinkOpen

Connect to a hyperlink's address

91

Ctrl + M (or drag the ruler)

Indent

Moves the left indent to the next tab stop

92

Alt + Ctrl + M (or Alt I, M)

InsertAnnotation

Inserts a comment

93

F3

InsertAutoText

Replaces the name of the AutoText entry with its

contents

94

Alt I, B

InsertBreak

Ends a page, column, or section at the insertion point

95

Alt I, C

InsertCaption

Inserts a caption above or below a selected object

96

Ctrl + Shift + Return

InsertColumnBreak

Inserts a column break at the insertion point

97

Alt + Shift + D

InsertDateField
Inserts a date field

98

Alt + Ctrl + D

InsertEndnoteNow
Inserts an endnote reference
at the insertion point without
displaying the dialog

99

Alt I, F

InsertField
Inserts a field in the active
document

100

Ctrl+F9

InsertFieldChars
Inserts an empty field with
the enclosing field characters

101

Alt I, L

InsertFile

Inserts the text of another file into the active document

102

Alt I, N

InsertFootnote

Inserts a footnote or endnote reference at the insertion point

103

Alt + Ctrl + F

InsertFootnoteNow

Inserts a footnote reference at the insertion point without displaying the dialog

104

Ctrl + K

InsertHyperlink
Insert Hyperlink

105

Alt I, D

InsertIndexAndTables

Inserts an index or a table of contents, figures, or authorities into the document

106

Alt + Ctrl + L

InsertListNumField

Inserts a ListNum Field

107

Alt + Shift + F

InsertMergeField

Brings up a dialog to insert a mail merge field at the insertion point. (It does not

intercept the button on the Mail merge. toolbar)

108

Ctrl + Return

InsertPageBreak

Inserts a page break at the insertion point

109

Alt + Shift + P

InsertPageField

Inserts a page number field

110

Ctrl + Shift + F3

InsertSpike

Empties the spike AutoText entry and inserts all of its contents into the document

111

Alt + Shift + T
InsertTimeField
Inserts a time field

112
Ctrl + I
Italic
Makes the selection italic
(toggle)

113
Ctrl + J
JustifyPara
Aligns the paragraph at both
the left and the right indent

114
Ctrl + L
LeftPara
Aligns the paragraph at the
left indent

115

Down arrow

LineDown

Moves the insertion point
down one line

116

Shift + down arrow

LineDownExtend

Extends the selection down
one line

117

Up arrow

LineUp

Moves the insertion point up
one line

118

Shift + up arrow

LineUpExtend

Extends the selection up one

line

119

Ctrl + F11

LockFields

Locks the selected fields to prevent updating

120

Alt + Shift + K

MailMergeCheck

Checks for errors in a mail merge

121

Alt+Shift+E

MailMergeEditDataSource

Lets you edit a mail merge data source

122

Alt + Shift + N

MailMergeToDoc

Collects the results of the mail merge in a document

123

Alt Shift + M

MailMergeToPrinter

Sends the results of the mail merge to the printer

124

Alt + Shift + I

MarkCitation

Marks the text you want to include in the table of authorities

125

Alt + Shift + X

MarkIndexEntry

Marks the text you want to include in the index

126

Alt + Shift + O

MarkTableOfContentsEntry

Inserts a TC field (but it is far better to use Heading Styles to generate your Table of Contents instead)

127

Alt or F10

MenuMode

Makes the menu bar active

128

Alt + Shift + F11

MicrosoftScriptEditor

Starts or switches to Microsoft Development Environment application, allowing you to view the HTML/XML source code that would be behind the

document if it were in ..htm format (or that is behind it if it already is in .htm format).

129

Alt + Ctrl + F1

MicrosoftSystemInfo

Execute the Microsoft System Info application

130

F2

MoveText

Moves the selection to a specified location without using the clipboard (press Return to execute the more)

131

Tab

NextCell

Moves to the next table cell

132

F11

NextField

Moves to the next field

133

Alt + F7

NextMisspelling

Find next spelling error

134

Alt + down arrow

NextObject

Moves to the next object on the page

135

Ctrl + F6

NextWindow

Switches to the next document window,

equivalent to selecting a document from the Window menu.

136

Ctrl+Shift+N

NormalStyle

Applies the Normal style

137

Ctrl + O

OpenOrCloseUpPara

Sets or removes extra spacing above the selected paragraph

138

F6

OtherPane

Switches to another window pane in Normal View (for instance, if you have if you

have a Footnotes pane open in Normal view and want to switch to the main document and back without closing the pane).

139

Alt + _

OutlineCollapse

Collapses an Outline in Outline View by one level

140

Alt+Shift+rt arrow

OutlineDemote

Demotes the selected paragraphs one heading level

141

Alt + +

OutlineExpand

**Expands an Outline in
Outline View by one level**

142

Alt+Shift+down arrow

OutlineMoveDown

**Moves the selection below
the next item in the outline**

143

Alt+Shift+up arrow

OutlineMoveUp

**Moves the selection above
the previous item in the
outline**

144

Alt+Shift+left arrow

OutlinePromote

**Promotes the selected
paragraphs one heading
level**

145

Alt + Shift + L

OutlineShowFirstLine

Toggles between showing the first line of each paragraph only or showing all of the body text in the outline

146

Ins

Overtyp

Toggles the typing mode between replacing and inserting

147

PgDn

PageDown

Moves the insertion point and document display to the

next screen of text

148

Shift+ PgDn

PageDownExtend

Extends the selection and
changes the document
display to the next screen of
text

149

PgUp

PageUp

Moves the insertion point
and document display to the
previous screen of text

150

Shift + PgUp

PageUpExtend

Extends the selection and
changes the document

display to the previous
screen of text

151

Ctrl + down arrow

ParaDown

Moves the insertion point to
the beginning of the next
paragraph

152

Shift + Ctrl + down arrow

ParaDownExtend

Extends the selection to the
beginning of the next
paragraph

153

Ctrl + up arrow

ParaUp

Moves the insertion point to
the beginning of the previous

paragraph

154

Shift + Ctrl + up arrow

ParaUpExtend

Extends the selection to the beginning of the previous paragraph

155

Ctrl+Shift+V

PasteFormat

Applies the previously copied formatting to selection

156

Shift + Tab

PrevCell

Moves to the previous table cell

157

Shift + F11

PrevField

Moves to the previous field

158

Alt + up arrow

PrevObject

**Moves to the previous object
on the page**

159

Ctrl + Shift + F6

PrevWindow

**Switches back to the
previous document window**

160

Shift + F4

RepeatFind

**Repeats Go To or Find to find
the next occurrence**

161

Ctrl+Spacebar

ResetChar

Makes the selection the default character format of the applied style

162

Ctrl+Q

ResetPara

Makes the selection the default paragraph format of the applied style

163

Ctrl +R

RightPara

Aligns the paragraph at the right indent

164

Ctrl + *

ShowAll

Shows/hides all nonprinting characters

165

Alt + Shift + A

ShowAllHeadings

Displays all of the heading levels and the body text in Outline View

166

Ctrl + <

ShrinkFont

Decreases the font size of the selection

167

Ctrl + [

ShrinkFontOnePoint

Decreases the font size of the selection by one point

168

Ctrl + Shift + K

SmallCaps

Makes the selection small capitals (toggle)

169

Ctrl + 1

SpacePara1

Sets the line spacing to single space

170

Ctrl + 5

SpacePara15

Sets the line spacing to one-and-one-half space

171

Ctrl + 2

SpacePara2

Sets the line spacing to double space

172

Ctrl + F3

Spike

Deletes the selection and adds it to the "Spike"

AutoText entry (which allows you to move text and graphics from nonadjacent locations)

173

Alt + PgUp

StartOfColumn

Moves to the first cell in the current column

174

Ctrl+Shift+Home

StartOfDocExtend

Extends the selection to the beginning of the first line of the document

175

Ctrl +Home

StartOfDocument

Moves the insertion point to the beginning of the first line of the document

176

Home

StartOfLine

Moves the insertion point to the beginning of the current line

177

Shift+Home

StartOfLineExtend

Extends the selection to the

beginning of the current line

178

Alt+Home

StartOfRow

Moves to the first cell in the current row

179

Alt+Ctrl+PgUp

StartOfWindow

Moves the insertion point to the beginning of the first visible line on the screen

180

Shift+ Alt+Ctrl+PgUp

StartOfWindowExtend

Extends the selection to the beginning of the first visible line on the screen

181

Strl + Shift + S

Style

Activates the Style drop-down on the Formatting toolbar

182

Ctrl + =

Subscript

Makes the selection subscript (toggle)

183

Ctrl + +

Superscript

Makes the selection superscript (toggle)

184

Ctrl + Shift + Q

SymbolFont

Applies the Symbol font to the selection

185

Alt A, F

TableAutoFormat

Applies a set of formatting to a table

186

Alt A, H

TableHeadings

Toggles table headings attribute on and off

187

Alt + click

(Alt + drag to select several)

TableSelectColumn

Selects the current column in a table

188

Click in left margin

TableSelectRow

Selects the current row in a table

189

Alt + double-click

TableSelectTable

Selects an entire table

190

Alt + Ctrl + U

TableUpdateAutoFormat

Updates the table formatting to match the applied Table Autoformat settings

191

Shift + F9 (Alt + F9 toggles all field codes on or off)

ToggleFieldDisplay

Shows the field codes or the results for the selection (toggle)

192

Alt T, C

ToolsCustomize

Allows you to customizes the Word user interface (menus, keyboard and toolbars) and store the customizations in a template (defaults to Normal.dot, so be careful!)

193

Alt + F8

ToolsMacro

Runs, creates, deletes, or revises a macro

194

F7

ToolsProofing

Checks the spelling and grammar in the active document

195

Ctrl + Shift + E

ToolsRevisionMarksToggle

Toggles track changes for the active document

196

Shift + F7

ToolsThesaurus

Finds a synonym for the selected word

197

Ctrl+U

Underline

Formats the selection with a continuous underline

(toggle)

198

Ctrl + Shift + T

(or drag the ruler)

UnHang

Decreases the hanging
indent

199

Ctrl + Shift + M

(or drag the ruler)

UnIndent

Moves the left indent to the
previous tab stop

200

Ctrl+Shift+F9

UnlinkFields

Permanently replaces the
field codes with the results

201

Ctrl + Shift + F11

UnlockFields

Unlocks the selected fields
for updating

202

F9

UpdateFields

Updates and displays the
results of the selected fields

203

Ctrl + Shift + F7

UpdateSource

Copies the modified text of a
linked file back to its source
file

204

Hover over comment

ViewAnnotations

Show or hide the comment pane

205

Dbl-click the endnote reference

ViewEndnoteArea

If in Normal View, opens a pane for viewing and editing the endnote (toggle). If in Page/Print Layout View, switches from the body text to the endnote or vice versa

206

At + F9

ViewFieldCodes

Shows the field codes or results for all fields (toggle)

207

Dbl-click the footnote

reference

ViewFootnoteArea

If in Normal View, opens a pane for viewing and editing the footnote (toggle). If in Page/Print Layout View, switches from the body text to the footnote or vice versa.

208

Alt V, F

ViewFootnotes

If in Normal View, opens a pane for viewing and editing footnotes and endnotes (toggle). If in Page/Print Layout View, switches from the body text to the footnotes/endnotes or vice versa.

209

Alt V, H

ViewHeader

Displays header in page layout view

210

Alt V, N

(or Alt + Ctrl + N)

ViewNormal

Changes the editing view to normal view

211

Alt V, O

(or Alt + Ctrl + O)

ViewOutline

Displays a document's outline

212

Alt V, P

(or Alt + Ctrl + P)

ViewPage

Displays the page more-or-less as it will be printed, and allows editing (In Word 2000 the menu item is called Print Layout, but fortunately the command hasn't changed).

213

Alt + F11

ViewVBCode

Shows the VB editing environment (Tools + Macro + Visual Basic Editor)

214

Alt + left arrow

WebGoBack

Backward hyperlink (useful if you clicked on a page number hyperlink in the table of contents and then

want to return to the TOC)

215

Alt + rt arrow

WebGoForward

Forward hyperlink

216

Alt W, A

WindowArrangeAll

Arranges windows as non-overlapping tiles

217

Ctrl + left arrow

WordLeft

Moves the insertion point to the left one word

218

Shift + Ctrl + left arrow

WordLeftExtend

Extends the selection to the left one word

219

Ctrl + rt arrow

WordRight

Moves the insertion point to the right one word

220

Shift + Ctrl + rt arrow

WordRightExtend

Extends the selection to the right one word

221

Ctrl + Shift + W

WordUnderline

Underlines the words but not the spaces in the selection (toggle)

