**Daftar Lengkap Shortcut Microsoft Word**

**Shortcut Umum**

| **Shortcut** | **Fungsi** |
| --- | --- |
| Ctrl+N | Membuat dokumen baru |
| Ctrl+O | Membuka dokumen |
| Ctrl+S | Menyimpan dokumen |
| F12 | Save As |
| Ctrl+W | Menutup dokumen |
| Alt+F4 | Keluar dari Word |
| Ctrl+Z | Undo |
| Ctrl+Y | Redo |
| Ctrl+C | Copy |
| Ctrl+X | Cut |
| Ctrl+V | Paste |
| Ctrl+A | Select All |
| F1 | Bantuan |
| Ctrl+P | Print |
| Ctrl+F | Find |
| Ctrl+H | Replace |
| Esc | Membatalkan tindakan atau menutup dialog |

**Navigasi**

| **Shortcut** | **Fungsi** |
| --- | --- |
| Home | Awal baris |
| End | Akhir baris |
| Ctrl+Home | Awal dokumen |
| Ctrl+End | Akhir dokumen |
| Page Up | Naik satu layar |
| Page Down | Turun satu layar |
| Ctrl+Page Up | Pindah ke halaman sebelumnya |
| Ctrl+Page Down | Pindah ke halaman berikutnya |
| Ctrl+Left Arrow | Pindah satu kata ke kiri |
| Ctrl+Right Arrow | Pindah satu kata ke kanan |
| Ctrl+Up Arrow | Pindah satu paragraf ke atas |
| Ctrl+Down Arrow | Pindah satu paragraf ke bawah |
| F5 | Go To dialog |
| Shift+F5 | Kembali ke posisi edit terakhir |
| Alt+Ctrl+Z | Kembali ke posisi edit terakhir |
| Alt+Ctrl+Page Up | Beralih ke jendela sebelumnya |
| Alt+Ctrl+Page Down | Beralih ke jendela berikutnya |

**Pemformatan Teks**

| **Shortcut** | **Fungsi** |
| --- | --- |
| Ctrl+B | Bold |
| Ctrl+I | Italic |
| Ctrl+U | Underline |
| Ctrl+Shift+W | Underline kata |
| Ctrl+Shift+D | Double underline |
| Ctrl+Shift+A | ALL CAPS |
| Shift+F3 | Mengubah huruf besar/kecil |
| Ctrl+= | Subscript |
| Ctrl+Shift++ | Superscript |
| Ctrl+Spacebar | Menghapus pemformatan |
| Ctrl+] | Memperbesar ukuran font 1 pt |
| Ctrl+[ | Memperkecil ukuran font 1 pt |
| Ctrl+Shift+> | Memperbesar ukuran font |
| Ctrl+Shift+< | Memperkecil ukuran font |
| Ctrl+D | Font dialog box |
| Ctrl+Shift+F | Font dialog box |
| Ctrl+Shift+H | Hidden text |
| Ctrl+K | Insert hyperlink |
| Ctrl+E | Center text |
| Ctrl+L | Left align text |
| Ctrl+R | Right align text |
| Ctrl+J | Justify text |
| Ctrl+1 | Single line spacing |
| Ctrl+2 | Double line spacing |
| Ctrl+5 | 1.5 line spacing |
| Ctrl+0 | Add/remove 1 line space before paragraph |
| Ctrl+T | Create hanging indent |
| Ctrl+Shift+T | Reduce hanging indent |
| Ctrl+M | Indent paragraph |
| Ctrl+Shift+M | Reduce paragraph indent |

**Insert dan Delete**

| **Shortcut** | **Fungsi** |
| --- | --- |
| Enter | Baris baru / paragraf baru |
| Shift+Enter | Line break (soft return) |
| Ctrl+Enter | Page break |
| Ctrl+Shift+Enter | Column break |
| Backspace | Hapus satu karakter ke kiri |
| Delete | Hapus satu karakter ke kanan |
| Ctrl+Backspace | Hapus satu kata ke kiri |
| Ctrl+Delete | Hapus satu kata ke kanan |
| Alt+Ctrl+- | Optional hyphen |
| Ctrl+- | Non-breaking hyphen |
| Ctrl+Shift+Spacebar | Non-breaking space |
| Alt+Shift+D | Insert current date |
| Alt+Shift+T | Insert current time |
| Alt+Ctrl+C | Insert copyright symbol (©) |
| Alt+Ctrl+R | Insert registered trademark (®) |
| Alt+Ctrl+T | Insert trademark symbol (™) |
| Alt+Ctrl+. | Insert ellipsis (...) |
| Ctrl+Alt+F2 | Open new document |
| Shift+F10 | Display shortcut menu |

**Seleksi Teks**

| **Shortcut** | **Fungsi** |
| --- | --- |
| Shift+Right Arrow | Seleksi satu karakter ke kanan |
| Shift+Left Arrow | Seleksi satu karakter ke kiri |
| Shift+Up Arrow | Seleksi satu baris ke atas |
| Shift+Down Arrow | Seleksi satu baris ke bawah |
| Ctrl+Shift+Right Arrow | Seleksi satu kata ke kanan |
| Ctrl+Shift+Left Arrow | Seleksi satu kata ke kiri |
| Ctrl+Shift+Up Arrow | Seleksi hingga awal paragraf |
| Ctrl+Shift+Down Arrow | Seleksi hingga akhir paragraf |
| Shift+Home | Seleksi hingga awal baris |
| Shift+End | Seleksi hingga akhir baris |
| Ctrl+Shift+Home | Seleksi hingga awal dokumen |
| Ctrl+Shift+End | Seleksi hingga akhir dokumen |
| F8 | Extend selection mode |
| Shift+F8 | Reduce selection size |
| Ctrl+Shift+F8 | Column selection |
| Shift+Page Up | Seleksi satu layar ke atas |
| Shift+Page Down | Seleksi satu layar ke bawah |
| Esc | Cancel selection |
| Ctrl+Shift+\* | Show/hide formatting marks |

**Tabel**

| **Shortcut** | **Fungsi** |
| --- | --- |
| Tab | Pindah ke sel berikutnya |
| Shift+Tab | Pindah ke sel sebelumnya |
| Alt+Home | Pindah ke sel pertama dalam baris |
| Alt+End | Pindah ke sel terakhir dalam baris |
| Alt+Page Up | Pindah ke sel paling atas dalam kolom |
| Alt+Page Down | Pindah ke sel paling bawah dalam kolom |
| Alt+5 (pada numeric keypad) | Seleksi seluruh tabel |
| Alt+Insert | Insert baris baru |
| Ctrl+Tab | Insert tab dalam sel |
| Alt+Up Arrow | Pindah ke baris atas |
| Alt+Down Arrow | Pindah ke baris bawah |
| Alt+Draw | Menggambar tabel |
| Shift+Alt+Up Arrow | Seleksi baris teratas |
| Shift+Alt+Down Arrow | Seleksi baris terbawah |
| Shift+Alt+Left Arrow | Seleksi kolom kiri |
| Shift+Alt+Right Arrow | Seleksi kolom kanan |
| Alt+Delete | Hapus sel |

**Tampilan**

| **Shortcut** | **Fungsi** |
| --- | --- |
| Alt+Ctrl+P | Print Layout view |
| Alt+Ctrl+O | Outline view |
| Alt+Ctrl+N | Draft view |
| Alt+Ctrl+I | Web Layout view |
| Alt+Ctrl+L | Read Mode |
| Alt+W, F | Full screen mode |
| Ctrl+Shift+N | Normal style |
| Ctrl+F1 | Show/hide ribbon |
| Alt+Shift+C | Document map pane |
| Alt+Shift+F | Footnotes pane |
| Alt+Shift+R | Headers/Footers |
| Alt+Shift+P | Print Preview |
| Alt+V, Z | Zoom dialog |
| Ctrl+F2 | Print Preview toggle |
| Alt+Shift+W | Document Window dialog |
| Alt+Q | Go to Tell Me box |
| Alt+Ctrl+S | Split window |
| Alt+Shift+C | Remove window split |

**Review dan Editing**

| **Shortcut** | **Fungsi** |
| --- | --- |
| Alt+Shift+E | Toggle Track Changes |
| Ctrl+Shift+E | Toggle Track Changes |
| Alt+Shift+C | Compare documents |
| Alt+Shift+M | Insert comment |
| F7 | Spell check |
| Shift+F7 | Thesaurus |
| Alt+F7 | Find next spelling error |
| Alt+Shift+F7 | Research pane |
| Ctrl+Shift+F7 | Update linked data |
| Ctrl+F12 | Open dialog box |
| Alt+F1 | Go to next field |
| Alt+Shift+F1 | Go to previous field |
| F4 | Repeat last action |
| Alt+F5 | Restore window size |
| Shift+F6 | Go to previous pane |
| Ctrl+Shift+F6 | Previous window |
| Ctrl+F6 | Next window |

**Paragraf dan Styles**

| **Shortcut** | **Fungsi** |
| --- | --- |
| Ctrl+Q | Remove paragraph formatting |
| Alt+Ctrl+1 | Apply Heading 1 style |
| Alt+Ctrl+2 | Apply Heading 2 style |
| Alt+Ctrl+3 | Apply Heading 3 style |
| Ctrl+Shift+L | Apply List style |
| Ctrl+Shift+S | Apply styles pane |
| Alt+Shift+Arrow | Promote/demote outline level |
| Alt+Shift+Left Arrow | Promote paragraph in outline |
| Alt+Shift+Right Arrow | Demote paragraph in outline |
| Alt+Shift+Up Arrow | Move paragraph up in outline |
| Alt+Shift+Down Arrow | Move paragraph down in outline |
| Ctrl+Tab (in outline view) | Demote paragraph |
| Ctrl+Shift+Tab (in outline view) | Promote paragraph |
| Ctrl+Alt+V | Paste special |
| F11 | Go to next field |
| Shift+F11 | Go to previous field |
| Ctrl+F11 | Lock field |
| Shift+F12 | Save |

**Referensi dan Mail Merge**

| **Shortcut** | **Fungsi** |
| --- | --- |
| Alt+Shift+I | Mark citation |
| Alt+Shift+X | Mark index entry |
| Alt+Shift+O | Mark table of contents entry |
| Ctrl+F9 | Insert empty field |
| Shift+F9 | Toggle field codes |
| Alt+F9 | Toggle field codes for all fields |
| F9 | Update field |
| Ctrl+Shift+F9 | Unlink field |
| Alt+Shift+F9 | Run GOTOBUTTON or MACROBUTTON |
| Alt+F11 | Visual Basic Editor |
| Alt+Shift+F11 | Microsoft Script Editor |
| Alt+Shift+K | Preview mail merge |
| Alt+Shift+N | Merge document |
| Alt+Shift+M | Print merged document |
| Alt+Shift+E | Edit mail merge document |

**Header dan Footer**

| **Shortcut** | **Fungsi** |
| --- | --- |
| Alt+Shift+P | Switch between header/footer |
| Alt+Shift+R | Go to header or footer |
| Alt+Shift+H | Same as Previous button |
| Alt+Page Down | Move to next section/header/footer |
| Alt+Page Up | Move to previous section/header/footer |
| Esc (when in header/footer) | Close header/footer |
| Double-click | Switch between doc and header/footer |

**Shortcut Dialog Box**

| **Shortcut** | **Fungsi** |
| --- | --- |
| Alt+F | File tab |
| Alt+H | Home tab |
| Alt+N | Insert tab |
| Alt+P | Page Layout tab |
| Alt+S | References tab |
| Alt+M | Mailings tab |
| Alt+R | Review tab |
| Alt+W | View tab |
| Alt+G | Design tab |
| Alt+J | Developer tab |
| Alt+Y | Help tab |

**Shortcut Function Keys**

| **Shortcut** | **Fungsi** |
| --- | --- |
| F1 | Help |
| F2 | Move text or graphics |
| F3 | Insert AutoText |
| F4 | Repeat last action |
| F5 | Go To |
| F6 | Next pane or frame |
| F7 | Spell Check |
| F8 | Extend selection |
| F9 | Update fields |
| F10 | Show KeyTips |
| F11 | Next field |
| F12 | Save As |

**Shortcut Tambahan**

| **Shortcut** | **Fungsi** |
| --- | --- |
| Ctrl+Shift+8 | Show/hide paragraph marks |
| Ctrl+Shift+\* | Show all formatting marks |
| Ctrl+Alt+M | Insert comment |
| Ctrl+Alt+F | Insert footnote |
| Ctrl+Alt+D | Insert endnote |
| Ctrl+Alt+H | Show/hide track changes |
| Ctrl+Alt+G | Go to tool |
| Alt+Ctrl+F2 | Choose Open command |
| Alt+X | Insert Unicode character |
| Shift+Alt+D | Insert today's date |
| Shift+Alt+T | Insert current time |
| Ctrl+Alt+Shift+S | Style pane |
| Ctrl+Alt+O | Outline view |
| Ctrl+Alt+F | Footnote pane |
| Ctrl+F5 | Restore window size |
| Ctrl+F6 | Next document window |
| Ctrl+Shift+F6 | Previous document window |
| Ctrl+Shift+G | Word count |
| Alt+Space | System menu |
| Ctrl+Space | Reset character formatting |
| Ctrl+Clear | Reset paragraph formatting |