# MS Word Shortcuts

## 01- Shortcuts

### 1.1- GoBack

Alt + Left

### 1.2- Collapse Heading

Ctrl + Shift + E

### 1.3- Expand Heading

Ctrl + E

### 1.4- Collapse ALL

Ctrl + R

### 1.5- Expand ALL

Ctrl + Shift + R

### 1.6- Increase Indent (Like Code)

Ctrl + T

### 1.7- Decrease Indent (Like Code)

Ctrl + Shift + T

### 1.8- CenterPara

Ctrl + ~

### 1.9- TableInsertTable

Ctrl + 1

### 1.10- Continue Title Numbering

Alt + Enter

### 1.11- Case Conversion ALL

Shift + f3

### 1.12- Headings

Alt + 1 (2,3,4...)

OR

Ctrl + Shift + Alt (Q,A,S,Z,X,D,C) for headings 0,2,3,4,5,6,7 respectively

### 1.13- Font Colors

Ctrl + 4 (5,6,7,8,9,0)

### 1.14- Grow Font

Ctrl + ] OR ctrl + shift + >

### 1.15- Shrink Font

Ctrl + [ OR ctrl + shift + <

### 1.16- Insert Annotation (Comment)

Ctrl + ;

### 1.17- Show Comments

Ctrl + / (or ctrl + L)

### 1.18- ReadingMode

Ctrl + ! (or ctrl + \)

### 1.19- ViewPage

Escape button (or ctrl + shift + \ === ctrl + |)

### 1.20- NavPane

Ctrl + H

### 1.21- Close Window

Ctrl + W

### 1.22- Page up

Ctrl + up

### 1.23- Page Down

Ctrl + down

### 1.24- HIGHLIGHTER

Ctrl + G

### 1.25- Background Colors

Ctrl + \ (on the right)

## 02- How to Implement Changes

### 2.1- Change a Shortcut

Rightclick anywhere on the ribbon -> Customize Ribbon -> keyboard shortcuts Customize Button -> AllCommands -> Search your command and assign a shortcut

The commands up are based on their names you can search

### 2.2- Heading Shortcut:

Right click on a heading -> Modify -> Radio button “New documents based on this template” -> Format button -> Shortcut Key

### 2.3- Heading Settings:

#### 2.3.1- Heading1

Calibri(Body), 24, Bold and Underline, Blue, Centered

#### 2.3.2- Heading2

Font: 17 pt, Underline, Font color: Dark Red, Complex Script Font: Times New Roman, Left-to-right, Keep with next, Level 2  
Tab stops: 1.18", Left, Style: Linked, Show in the Styles gallery  
Based on: Normal

#### 2.3.3- Heading3

Font: 16 pt, Underline, Font color: Custom Color(RGB(0,100,17)), Complex Script Font: Times New Roman, 7 pt, Indent: Before: 0.2", Left-to-right, Keep with next, Level 3  
Tab stops: 0.39", Left + 1.32", Left,

#### 2.3.4- Heading4

Font: 15 pt, Underline, Font color: Custom Color(RGB(2,2,202)), Complex Script Font: Times New Roman, Indent: Before: 0.4", Left-to-right

#### 2.3.5- Heading5

Font: 14 pt, Underline, Complex Script Font: Times New Roman, Indent:

Before: 0.6", Left-to-right

#### 2.3.6- Heading6

Font: 13 Bold, Font color: Background 2, Complex Script Font: Times New Roman, Bold, Indent: Before: 0.8", Left-to-right,

### 2.4- Add Color Heading

Click that arrow -> Create a Style -> Modify -> Style type = Character -> Style based on = “Default Paragraph Font”

### 2.5- Default Tabs

You need to change the Normal.dotm file

Open File Explorer and tick the Show Hidden Files

Go to C:\Users\new laptoop\AppData\Roaming\Microsoft\Templates

Right click on Normal.dotm and click Open

On the Link above the page, below the ribbon, add a tab (the edge of a square thing), then double click it.

Clear the one you just added (Clear or Clear All) and in the Default Tab Stops make it 0.1

Save the Normal.dotm