# **Keyboard shortcuts in Word**

<https://support.office.com/en-us/article/keyboard-shortcuts-in-word-95ef89dd-7142-4b50-afb2-f762f663ceb2>

Frequently used shortcuts

This table shows the most frequently used shortcuts in Microsoft Word.

| To do this | Press |
| --- | --- |
| Open a document. | Ctrl+O |
| Create a new document. | Ctrl+N |
| Save the document. | Ctrl+S |
| Close the document. | Ctrl+W |
| Cut the selected content to the Clipboard. | Ctrl+X |
| Copy the selected content to the Clipboard. | Ctrl+C |
| Paste the contents of the Clipboard. | Ctrl+V |
| Select all document content. | Ctrl+A |
| Apply bold formatting to text. | Ctrl+B |
| Apply italic formatting to text. | Ctrl+I |
| Apply underline formatting to text. | Ctrl+U |
| Decrease the font size by 1 point. | Ctrl+[ |
| Increase the font size by 1 point. | Ctrl+] |
| Center the text. | Ctrl+E |
| Align the text to the left. | Ctrl+L |
| Align the text to the right. | Ctrl+R |
| Cancel a command. | Esc |
| Undo the previous action. | Ctrl+Z |
| Redo the previous action, if possible. | Ctrl+Y |
| Adjust the zoom magnification. | Alt+W, Q, then tab in Zoom dialog box to the value you want. |
| Split the document window. | Ctrl+Alt+S |
| Remove the document window split. | Alt+Shift+C or Ctrl+Alt+S |

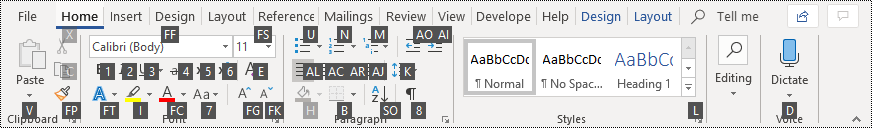
Close a task pane

To close a task pane using the keyboard:

1. Press F6 until the task pane is selected.
2. Press Ctrl+Spacebar.
3. Use the arrow keys to select **Close**, and then press Enter.

Ribbon keyboard shortcuts

The ribbon groups related options on tabs. For example, on the **Home** tab, the **Font** group includes the **Font Color** option. Press the Alt key to display the ribbon shortcuts, called Key Tips, as letters in small images next to the tabs and options as shown in the image below.



**Note:** Add-ins and other programs may add new tabs to the ribbon and may provide access keys for those tabs.

You can combine the Key Tips letters with the Alt key to make shortcuts called Access Keys for the ribbon options. For example, press Alt+H to open the **Home** tab, and Alt+Q to move to the **Tell me** or **Search** field. Press Alt again to see Key Tips for the options for the selected tab.

In Office 2013 and Office 2010, most of the old Alt key menu shortcuts still work, too. However, you need to know the full shortcut. For example, press Alt, and then press one of the old menu keys E (Edit), V (View), I (Insert), and so on. A notification pops up saying you're using an access key from an earlier version of Microsoft Office. If you know the entire key sequence, go ahead and use it. If you don't know the sequence, press Esc and use Key Tips instead.

Use the Access Keys for ribbon tabs

To go directly to a tab on the ribbon, press one of the following access keys. Additional tabs may appear depending on your selection in the document.

| To do this | Press |
| --- | --- |
| Move to the **Tell me** or **Search** field on the Ribbon to search for assistance or Help content. | Alt+Q, then enter the search term. |
| Open the **File** page to use Backstage view. | Alt+F |
| Open the **Home** tab to use common formatting commands, paragraph styles, and the Find tool. | Alt+H |
| Open the **Insert** tab to insert tables, pictures and shapes, headers, or text boxes. | Alt+N |
| Open the **Design** tab to use themes, colors, and effects, such as page borders. | Alt+G |
| Open the **Layout** tab to work with page margins, page orientation, indentation, and spacing. | Alt+P |
| Open the **References** tab to add a table of contents, footnotes, or a table of citations. | Alt+S |
| Open the **Mailings** tab to manage Mail Merge tasks and to work with envelopes and labels. | Alt+M |
| Open the **Review** tab to use Spell Check, set proofing languages, and to track and review changes to your document. | Alt+R |
| Open the **View** tab to choose a document view or mode, such as Read Mode or Outline view. You can also set the zoom magnification and manage multiple document windows. | Alt+W |

Work in the ribbon with the keyboard

| **To do this** | **Press** |
| --- | --- |
| Select the active tab on the ribbon, and activate the access keys. | Alt or F10. To move to a different tab, use access keys or the arrow keys. |
| Move the focus to commands on the ribbon. | Tab key or Shift+Tab |
| Move between command groupings on the ribbon. | Ctrl+Left or Right arrow key |
| Move among the items on the Ribbon. | Arrow keys |
| Activate the selected button. | Spacebar or Enter |
| Open the list for the selected command. | Down arrow key |
| Open the menu for the selected button. | Alt+Down arrow key |
| When a menu or submenu is open, move to the next command. | Down arrow key |
| Expand or collapse the ribbon. | Ctrl+F1 |
| Open the context menu. | Shift+F10  Or, on a Windows keyboard, the Context key (between the right Alt and right Ctrl keys) |
| Move to the submenu when a main menu is open or selected. | Left arrow key |

Navigate the document

| To do this | Press |
| --- | --- |
| Move the cursor one word to the left. | Ctrl+Left arrow key |
| Move the cursor one word to the right. | Ctrl+Right arrow key |
| Move the cursor up by one paragraph. | Ctrl+Up arrow key |
| Move the cursor down by one paragraph. | Ctrl+Down arrow key |
| Move the cursor to the end of the current line. | End |
| Move the cursor to the beginning the current line. | Home |
| Move the cursor to the top of the screen. | Ctrl+Alt+Page up |
| Move the cursor to the bottom of the screen. | Ctrl+Alt+Page down |
| Move the cursor by scrolling the document view up by one screen. | Page up |
| Move the cursor by scrolling the document view down by one screen. | Page down |
| Move the cursor to the top of the next page. | Ctrl+Page down |
| Move the cursor to the top of the previous page. | Ctrl+Page up |
| Move the cursor to the end of the document. | Ctrl+End |
| Move the cursor to the beginning of the document. | Ctrl+Home |
| Move the cursor to the location of the previous revision. | Shift+F5 |
| Move the cursor to the location of the last revision made before the document was last closed. | Shift+F5, immediately after opening the document. |
| Cycle through floating shapes, such as text boxes or images. | Ctrl+Alt+5, and then the Tab key repeatedly |
| Exit the floating shape navigation and return to the normal navigation. | Esc |
| Display the **Navigation** task pane, to search within the document content. | Ctrl+F |
| Display the **Go To** dialog, to navigate to a specific page, bookmark, footnote, table, comment, graphic, or other location. | Ctrl+G |
| Cycle through the locations of the four previous changes made to the document. | Ctrl+Alt+Z |

Navigate the document using the browse options in Word 2007 and 2010

In Word 2007 and 2010, you can browse the document by various types of objects, such as fields, footnotes, headings, and graphics.

| To do this | Press |
| --- | --- |
| Open the list of browse options to define the type of object to browse by. | Ctrl+Alt+Home |
| Move to the previous object of the defined type. | Ctrl+Page up |
| Move to the next object of the defined type. | Ctrl+Page down |

Preview and print documents

| To do this | Press |
| --- | --- |
| Print the document. | Ctrl+P |
| Switch to print preview. | Ctrl+Alt+I |
| Move around the preview page when zoomed in. | Arrow keys |
| Move by one preview page when zoomed out. | Page up or Page down |
| Move to the first preview page when zoomed out. | Ctrl+Home |
| Move to the last preview page when zoomed out. | Ctrl+End |

Select text and graphics

| To do this | Press |
| --- | --- |
| Select text. | Shift+Arrow keys |
| Select the word to the left. | Ctrl+Shift+Left arrow key |
| Select the word to the right. | Ctrl+Shift+Right arrow key |
| Select from the current position to the beginning of the current line. | Shift+Home |
| Select from the current position to the end of the current line. | Shift+End |
| Select from the current position to the beginning of the current paragraph. | Ctrl+Shift+Up arrow key |
| Select from the current position to the end of the current paragraph. | Ctrl+Shift+Down arrow key |
| Select from the current position to the top of the screen. | Shift+Page up |
| Select from the current position to the bottom of the screen. | Shift+Page down |
| Select from the current position to the beginning of the document. | Ctrl+Shift+Home |
| Select from the current position to the end of the document. | Ctrl+Shift+End |
| Select from the current position to the bottom of the window. | Ctrl+Alt+Shift+Page down |
| Select all document content. | Ctrl+A |

Extend a selection

| To do this | Press |
| --- | --- |
| Start extending the selection. | F8  In the extend selection mode, clicking a location in the document extends the current selection to that location. |
| Select the nearest character to the left or right. | F8, Left or Right arrow key |
| Expand the selection. | F8 repeatedly to expand the selection to the entire word, sentence, paragraph, section, and document. |
| Reduce the selection. | Shift+F8 |
| Select a vertical block of text. | Ctrl+Shift+F8, then press the arrow keys |
| Stop extending the selection. | Esc |

Edit text and graphics

| To do this | Press |
| --- | --- |
| Delete one word to the left. | Ctrl+Backspace |
| Delete one word to the right. | Ctrl+Delete |
| Open the **Clipboard** task pane and enable the Office Clipboard, which allows you to copy and paste content between Microsoft Office apps. | Alt+H, F, O |
| Cut the selected content to the Clipboard. | Ctrl+X |
| Copy the selected content to the Clipboard. | Ctrl+C |
| Paste the contents of the Clipboard. | Ctrl+V |
| Move the selected content to a specific location. | F2, move the cursor to the destination, and then press Enter. |
| Copy the selected content to a specific location. | Shift+F2, move the cursor to the destination, and then press Enter. |
| Define an AutoText block with the selected content. | Alt+F3 |
| Insert an AutoText block. | The first few characters of the AutoText block, and then press Enter when the ScreenTip appears. |
| Cut the selected content to the Spike. | Ctrl+F3 |
| Paste the contents of the Spike. | Ctrl+Shift+F3 |
| Copy the selected formatting. | Ctrl+Shift+C |
| Paste the selected formatting. | Ctrl+Shift+V |
| Copy the header or footer used in the previous section of the document. | Alt+Shift+R |
| Display the **Replace** dialog, to find and replace text, specific formatting, or special items. | Ctrl+H |
| Display the **Object** dialog, to insert a file object into the document. | Alt+N, J, J |
| Insert a SmartArt graphic. | Alt+N, M |
| Insert a WordArt graphic. | Alt+N, W |

Align and format paragraphs

| To do this | Press |
| --- | --- |
| Center the paragraph. | Ctrl+E |
| Justify the paragraph. | Ctrl+J |
| Align the paragraph to the left. | Ctrl+L |
| Align the paragraph to the right. | Ctrl+R |
| Indent the paragraph. | Ctrl+M |
| Remove a paragraph indent. | Ctrl+Shift+M |
| Create a hanging indent. | Ctrl+T |
| Remove a hanging indent. | Ctrl+Shift+T |
| Remove paragraph formatting. | Ctrl+Q |
| Apply single spacing to the paragraph. | Ctrl+1 |
| Apply double spacing to the paragraph. | Ctrl+2 |
| Apply 1.5-line spacing to the paragraph. | Ctrl+5 |
| Add or remove space before the paragraph. | Ctrl+0 (zero) |
| Enable AutoFormat. | Ctrl+Alt+K |
| Apply the **Normal** style. | Ctrl+Shift+N |
| Apply the **Heading 1** style. | Ctrl+Alt+1 |
| Apply the **Heading 2** style. | Ctrl+Alt+2 |
| Apply the **Heading 3** style. | Ctrl+Alt+3 |
| Display the **Apply Styles** task pane. | Ctrl+Shift+S |
| Display the **Styles** task pane. | Ctrl+Alt+Shift+S |

Format characters

| To do this | Press |
| --- | --- |
| Display the **Font** dialog. | Ctrl+D  Ctrl+Shift+F |
| Increase the font size. | Ctrl+Shift+Right angle bracket (>) |
| Decrease the font size. | Ctrl+Shift+Left angle bracket (<) |
| Increase the font size by 1 point. | Ctrl+Right bracket (]) |
| Decrease the font size by 1 point. | Ctrl+Left bracket ([) |
| Switch the text between upper case, lower case, and title case. | Shift+F3 |
| Change the text to all upper case. | Ctrl+Shift+A |
| Hide the selected text. | Ctrl+Shift+H |
| Apply bold formatting. | Ctrl+B |
| Apply underline formatting. | Ctrl+U |
| Apply underline formatting to the words, but not the spaces. | Ctrl+Shift+W |
| Apply double-underline formatting. | Ctrl+Shift+D |
| Apply italics formatting. | Ctrl+I |
| Apply small caps formatting. | Ctrl+Shift+K |
| Apply subscript formatting. | Ctrl+Equal sign (=) |
| Apply superscript formatting. | Ctrl+Shift+Plus sign (+) |
| Remove manual character formatting. | Ctrl+Spacebar |
| Change the selected text to the Symbol font. | Ctrl+Shift+Q |

Manage text formatting

| To do this | Press |
| --- | --- |
| Display all nonprinting characters. | Ctrl+Shift+8 (do not use the numeric keypad) |
| Display the **Reveal Formatting** task pane. | Shift+F1 |

Insert special characters

| To do this | Press |
| --- | --- |
| Insert a line break. | Shift+Enter |
| Insert a page break. | Ctrl+Enter |
| Insert a column break. | Ctrl+Shift+Enter |
| Insert an em dash (—). | Ctrl+Alt+Minus sign (on the numeric keypad) |
| Insert an en dash (–). | Ctrl+Minus sign (on the numeric keypad) |
| Insert an optional hyphen. | Ctrl+Hyphen (-) |
| Insert a nonbreaking hyphen. | Ctrl+Shift+Hyphen (-) |
| Insert a nonbreaking space. | Ctrl+Shift+Spacebar |
| Insert a copyright symbol (©). | Ctrl+Alt+C |
| Insert a registered trademark symbol (®). | Ctrl+Alt+R |
| Insert a trademark symbol (™). | Ctrl+Alt+T |
| Insert an ellipsis (…) | Ctrl+Alt+Period (.) |
| Insert the Unicode character for the specified Unicode (hexadecimal) character code. For example, to insert the euro currency symbol ( Euro currency symbol ), type 20AC, and then hold down Alt and press X.  **Tip:** To find out the Unicode character code for a selected character, press Alt+X. | The character code, then press Alt+X |
| Insert the ANSI character for the specified ANSI (decimal) character code. For example, to insert the euro currency symbol, hold down Alt and press 0128 on the numeric keypad. | Alt+the character code (on the numeric keypad) |

Work with web content

| To do this | Press |
| --- | --- |
| Insert a hyperlink. | Ctrl+K |
| Go back one page. | Alt+Left arrow key |
| Go forward one page. | Alt+Right arrow key |
| Refresh the page. | F9 |

Work with tables

Move around in a table

| To do this | Press |
| --- | --- |
| Move to the next cell in the row and select its content. | Tab key |
| Move to the previous cell in the row and select its content. | Shift+Tab |
| Move to the first cell in the row. | Alt+Home |
| Move to the last cell in the row. | Alt+End |
| Move to the first cell in the column. | Alt+Page up |
| Move to the last cell in the column. | Alt+Page down |
| Move to the previous row. | Up arrow key |
| Move to the next row. | Down arrow key |
| Move one row up. | Alt+Shift+Up arrow key |
| Move one row down. | Alt+Shift+Down arrow key |

Select table content

| To do this | Press |
| --- | --- |
| Select the content in the next cell. | Tab key |
| Select the content in the previous cell. | Shift+Tab |
| Extend a selection to adjacent cells. | Shift+Arrow keys |
| Select a column. | Select the top or bottom cell of the column, and then press Shift+Up or Down arrow keys |
| Select a row. | Select the first or last cell in the row, and then press Shift+Alt+End or Home. |
| Select the whole table. | Alt+5 on the numeric keypad, with Num Lock switched off |

Insert paragraphs and tab characters in a table

| To do this | Press |
| --- | --- |
| Insert a new paragraph in a cell. | Enter |
| Insert a tab character in a cell. | Ctrl+Tab |

Review a document

| To do this | Press |
| --- | --- |
| Insert a comment. | Ctrl+Alt+M |
| Turn change tracking on or off. | Ctrl+Shift+E |
| Close the **Reviewing Pane**. | Alt+Shift+C |

Work with references, citations and indexing

Use the following shortcuts to add references to your document, such as a table of contents, footnotes, and citations.

| To do this | Press |
| --- | --- |
| Mark a table of contents entry. | Alt+Shift+O |
| Mark a table of authorities entry (citation). | Alt+Shift+I |
| Choose citation options. | Alt+Shift+F12, Spacebar |
| Mark an index entry. | Alt+Shift+X |
| Insert a footnote. | Ctrl+Alt+F |
| Insert an endnote. | Ctrl+Alt+D |
| Go to the next footnote. | Alt+Shift+Right angle bracket (>) |
| Go to the previous footnote. | Alt+Shift+Left angle bracket (<) |

Work with mail merge and fields

To use the following keyboard shortcuts, the **Mailings** ribbon tab must be selected. To select the **Mailings** tab, press Alt+M.

Perform a mail merge

| To do this | Press |
| --- | --- |
| Preview the mail merge. | Alt+Shift+K |
| Merge a document. | Alt+Shift+N |
| Print the merged document. | Alt+Shift+M |
| Edit a mail-merge data document. | Alt+Shift+E |
| Insert a merge field. | Alt+Shift+F |

Work with fields

| To do this | Press |
| --- | --- |
| Insert a DATE field. | Alt+Shift+D |
| Insert a LISTNUM field. | Ctrl+Alt+L |
| Insert a PAGE field. | Alt+Shift+P |
| Insert a TIME field. | Alt+Shift+T |
| Insert an empty field. | Ctrl+F9 |
| Update the linked information in a Microsoft Word source document. | Ctrl+Shift+F7 |
| Update the selected fields. | F9 |
| Unlink a field. | Ctrl+Shift+F9 |
| Switch between a selected field code and its result. | Shift+F9 |
| Switch between all field codes and their results. | Alt+F9 |
| Run GOTOBUTTON or MACROBUTTON from a field displaying field results. | Alt+Shift+F9 |
| Go to the next field. | F11 |
| Go to the previous field. | Shift+F11 |
| Lock a field. | Ctrl+F11 |
| Unlock a field. | Ctrl+Shift+F11 |

Work with text in other languages

Set the proofing language

Every document has a default language, typically the same default language as your computer's operating system. If your document also contains words or phrases in a different language, it's a good idea to set the proofing language for those words. This not only makes it possible to check spelling and grammar for those phrases, it enables assistive technologies like screen readers to handle them appropriately.

| To do this | Press |
| --- | --- |
| Display the **Language** dialog to set the proofing language. | Alt+R, U, L |
| Set default languages. | Alt+R, L |

Insert international characters

To type a lowercase character by using a key combination that includes the Shift key, hold down the Ctrl+Shift+symbol keys simultaneously, and then release them before you type the letter.

**Note:** If you type extensively in another language, you may prefer to switch to a different keyboard instead.

| To insert this | **Press** |
| --- | --- |
| à, è, ì, ò, ù, À, È, Ì, Ò, Ù | Ctrl+Grave accent (`), the letter |
| á, é, í, ó, ú, ý Á, É, Í, Ó, Ú, Ý | Ctrl+Single quotation mark ('), the letter |
| â, ê, î, ô, û Â, Ê, Î, Ô, Û | Ctrl+Shift+Caret (^), the letter |
| ã, ñ, õ Ã, Ñ, Õ | Ctrl+Shift+Tilde (~), the letter |
| ä, ë, ï, ö, ü, ÿ, Ä, Ë, Ï, Ö, Ü, Ÿ | Ctrl+Shift+Colon (:), the letter |
| å, Å | Ctrl+Shift+At sign (@), a or A |
| æ, Æ | Ctrl+Shift+Ampersand (&), a or A |
| œ, Œ | Ctrl+Shift+Ampersand (&), o or O |
| ç, Ç | Ctrl+Comma (,), c or C |
| ð, Ð | Ctrl+Single quotation mark ('), d or D |
| ø, Ø | Ctrl+Forward slash (/), o or O |
| ¿ | Ctrl+Alt+Shift+Question mark (?) |
| ¡ | Ctrl+Alt+Shift+Exclamation point (!) |
| ß | Ctrl+Shift+Ampersand (&), s |

Use Input Method Editors for East Asian languages

| To do this | Press |
| --- | --- |
| Switch to the Japanese Input Method Editor (IME) for a 101-key keyboard, if available. | Alt+Tilde (~) |
| Switch to the Korean Input Method Editor (IME) for a 101-key keyboard, if available. | Right Alt |
| Switch to the Chinese Input Method Editor (IME) for a 101-key keyboard, if available. | Ctrl+Spacebar |

Work with document views

Word offers several different views of a document. Each view makes it easier to do certain tasks. For example, **Read Mode** enables you view the document as a horizontal sequence of pages, which you can quickly browse using the Left and Right arrow keys.

Switch the document view

| To do this | Press |
| --- | --- |
| Switch to the **Read Mode** view.  In Word 2007 and 2010, this is called **Full Screen Reading** view. | Alt+W, F |
| Switch to the **Print Layout** view. | Ctrl+Alt+P |
| Switch to the **Outline** view. | Ctrl+Alt+O |
| Switch to the **Draft** view. | Ctrl+Alt+N |

Outline a document

These shortcuts only apply when the document is in the **Outline** view.

| To do this | Press |
| --- | --- |
| Promote a paragraph. | Alt+Shift+Left arrow key |
| Demote a paragraph. | Alt+Shift+Right arrow key |
| Demote the paragraph to body text. | Ctrl+Shift+N |
| Move the selected paragraphs up. | Alt+Shift+Up arrow key |
| Move the selected paragraphs down. | Alt+Shift+Down arrow key |
| Expand the text under a heading. | Alt+Shift+Plus sign |
| Collapse the text under a heading. | Alt+Shift+Minus sign |
| Expand or collapse all text or headings. | Alt+Shift+A |
| Hide or display the character formatting. | Forward slash (/) (on the numeric keypad) |
| Switch between showing the first line of body text and showing all body text. | Alt+Shift+L |
| Show all headings with the **Heading 1** style. | Alt+Shift+1 |
| Show all headings with the specified heading level. | Alt+Shift+Heading level number |
| Insert a tab character. | Ctrl+Tab |

Move through the document in Read Mode

| To do this | Press |
| --- | --- |
| Move to the beginning of the document. | Home |
| Move to the end of the document. | End |
| Go to a specific page. | Type the page number, then press Enter |
| Exit Read Mode. | Esc |

Use function key shortcuts

| Key | Description |
| --- | --- |
| F1 | * F1 alone: displays the **Word help** task pane. * Shift+F1: displays or hides context-sensitive help or the **Reveal Formatting** task pane. * Ctrl+F1: displays or hides the ribbon. * Alt+F1: moves to the next field. * Alt+Shift+F1: moves to the previous field. |
| F2 | * F2 alone: moves the selected text or graphic. Use the arrow keys to place the cursor where you want to move the text or graphic, and then press Enter to move, or press Esc to cancel. * Shift+F2: copies the selected text or graphic. Use the arrow keys to place the cursor where you want to copy the text or graphic, and then press Enter to copy, or press Esc to cancel. * Ctrl+F2: displays the print preview area on the **Print** tab in the Backstage view. * Alt+Shift+F2: saves the document. * Ctrl+Alt+F2: displays the **Open** dialog. |
| F3 | * Shift+F3: switches the selected text between upper case, lower case, and title case. * Ctrl+F3: cuts the selected content to the Spike. You can cut multiple texts and graphics to the Spike, and paste them as a group to another location. * Ctrl+Shift+F3: pastes the contents of the Spike. * Alt+F3: creates a new Building Block. |
| F4 | * F4 alone: repeats the last command or action, if possible. * Shift+F4: repeats the last **Find** or **Go To** action. * Ctrl+F4: closes the current document. * Alt+F4: closes Word. |
| F5 | * F5 alone: displays the **Go To** dialog. * Shift+F5: moves the cursor to the last change. * Ctrl+Shift+F5: displays the **Bookmark** dialog. * Alt+F5: restores the document window size. |
| F6 | * F6 alone: switch between the document, task pane, status bar, and ribbon. In a document that has been split, F6 includes the split panes when switching between panes and the task pane. * Shift+F6: switches between the document, ribbon, status bar, and task pane. * Ctrl+F6: switches to the next document window when more than one document is open. * Ctrl+Shift+F6: switches to the previous document window when more than one document is open. * Alt+F6: moves from an open dialog box back to the document, for dialog boxes that support this behavior. |
| F7 | * F7 alone: displays the **Editor** task pane to check spelling and grammar in the document or the selected text. * Shift+F7: displays the **Thesaurus** task pane. * Ctrl+Shift+F7: updates the linked information in a Word source document. * Alt+F7: finds the next spelling or grammatical error. * Alt+Shift+F7: in Word 2013 and newer, displays the **Translator** task pane. In Word 2007 and 2010, displays the **Research** task pane. |
| F8 | * F8 alone: extends the selection. For example, if a word is selected, the selection size is extended to one sentence. * Shift+F8: reduces the selection. For example, if a paragraph is selected, the selection size is reduced to one sentence. * Ctrl+Shift+F8: turns extend selection mode on and off. In the extend selection mode, the arrow keys extend the selection. * Alt+F8: displays the **Macro** dialog to create, run, edit, or delete a macro. |
| F9 | * F9 alone: updates the selected fields. * Shift+F9: switches between a field code and its result. * Ctrl+F9: inserts an empty field. * Ctrl+Shift+F9: unlinks the current field. * Alt+F9: switches between all field codes and their results. * Alt+Shift+F9: runs GOTOBUTTON or MACROBUTTON from a field displaying field results. |
| F10 | * F10 alone: turns KeyTips on or off. * Shift+F10: displays the shortcut menu for the selected item. * Ctrl+F10: maximizes or restores the document window size. * Alt+F10: displays the **Selection** task pane. * Alt+Shift+F10: displays the menu or message for available actions, for example, for pasted text or an **AutoCorrect** change. |
| F11 | * F11 alone: moves to the next field. * Shift+F11: moves to the previous field. * Ctrl+F11: locks the current field. * Ctrl+Shift+F11: unlocks the current field. * Alt+F11: opens the **Microsoft Visual Basic for Applications** editor, in which you can create a macro using Visual Basic for Applications (VBA). |
| F12 | * F12 alone: displays the **Save As** dialog. * Shift+F12: saves the document. * Ctrl+F12: displays the **Open** dialog. * Ctrl+Shift+F12: displays the **Print** tab in the Backstage view. * Alt+Shift+F12: selects the **Table of Contents** button in the Table of Contents container when the container is active. |