| **Command Name** | Modifiers | Key |
| --- | --- | --- |
| **All Caps** | Ctrl+Shift+ | A |
| **App Restore** | Alt+ | F5 |
| **Auto Format** | Alt+Ctrl+ | K |
| **Bold** | Ctrl+ | B |
| **Bold** | Ctrl+Shift+ | B |
| **Bookmark** | Ctrl+Shift+ | F5 |
| **Browse Next** | Ctrl+ | Page Down |
| **Browse Prev** | Ctrl+ | Page Up |
| **Browse Sel** | Alt+Ctrl+ | Home |
| **Cancel** |  | Esc |
| **Change Case** | Shift+ | F3 |
| **Char Left** |  | Left |
| **Char Left Extend** | Shift+ | Left |
| **Char Right** |  | Right |
| **Char Right Extend** | Shift+ | Right |
| **Clear** |  | Del |
| **Close Pane** | Alt+Shift+ | C |
| **Collapse Heading** | Alt+Shift+ | - |
| **Collapse Heading** | Alt+Shift+ | Num - |
| **Column Break** | Ctrl+Shift+ | Return |
| **Column Select** | Ctrl+Shift+ | F8 |
| **Copy** | Ctrl+ | C |
| **Copy** | Ctrl+ | Insert |
| **Copy Format** | Alt+Ctrl+ | C |
| **CopyToFrom** | Shift+ | F2 |
| **Create Auto Text** | Alt+ | F3 |
| **Customize Keyboard Shortcut** | Alt+Ctrl+ | Num + |
| **Cut** | Ctrl+ | X |
| **Cut** | Shift+ | Del |
| **Date Field** | Alt+Shift+ | D |
| **Delete Back Word** | Ctrl+ | Backspace |
| **Delete Word** | Ctrl+ | Del |
| **Distribute Para** | Ctrl+Shift+ | J |
| **Do Field Click** | Alt+Shift+ | F9 |
| **Doc Close** | Ctrl+ | W |
| **Doc Close** | Ctrl+ | F4 |
| **Doc Maximize** | Ctrl+ | F10 |
| **Doc Restore** | Ctrl+ | F5 |
| **Doc Size** | Ctrl+ | F8 |
| **Doc Split** | Alt+Ctrl+ | S |
| **Double Underline** | Ctrl+Shift+ | D |
| **Edit** | Alt+Shift+ | R |
| **End of Column** | Alt+ | Page Down |
| **End of Column** | Alt+Shift+ | Page Down |
| **End of Doc Extend** | Ctrl+Shift+ | End |
| **End of Document** | Ctrl+ | End |
| **End of Line** |  | End |
| **End of Line Extend** | Shift+ | End |
| **End of Row** | Alt+ | End |
| **End of Row** | Alt+Shift+ | End |
| **End of Window** | Alt+Ctrl+ | Page Down |
| **End of Window Extend** | Alt+Ctrl+Shift+ | Page Down |
| **Endnote** | Alt+Ctrl+ | D |
| **Equation Toggle** | Alt+ | = |
| **Expand Heading** | Alt+Shift+ | = |
| **Expand Heading** | Alt+Shift+ | Num + |
| **Extend Selection** |  | F8 |
| **Field Codes** | Alt+ | F9 |
| **File Close or Exit** | Alt+ | F4 |
| **Font** | Ctrl+Shift+ | F |
| **Font Formatting** | Ctrl+ | D |
| **Font Size Select** | Ctrl+Shift+ | P |
| **Footnote** | Alt+Ctrl+ | F |
| **Formatting Pane** | Alt+Ctrl+Shift+ | S |
| **Formatting Properties** | Shift+ | F1 |
| **Go Back** | Shift+ | F5 |
| **Go Back** | Alt+Ctrl+ | Z |
| **Go To** | Ctrl+ | G |
| **Go To** |  | F5 |
| **Goto Object Layer** | Alt+Ctrl+ | 5 |
| **Grow Font** | Ctrl+Shift+ | . |
| **Grow Font One Point** | Ctrl+ | ] |
| **Hanging Indent** | Ctrl+ | T |
| **Help** |  | F1 |
| **HHC** | Alt+Ctrl+ | F7 |
| **Hidden** | Ctrl+Shift+ | H |
| **Highlight** | Alt+Ctrl+ | H |
| **Hyperlink** | Ctrl+ | K |
| **Indent** | Ctrl+ | M |
| **Insert Building Block** |  | F3 |
| **Insert Building Block** | Alt+Ctrl+Shift+ | V |
| **Insert Comment** | Alt+Ctrl+ | M |
| **Insert Field** | Ctrl+ | F9 |
| **Insert Spike** | Ctrl+Shift+ | F3 |
| **Invoke Copilot for selection** | Alt+ | I |
| **Italic** | Ctrl+ | I |
| **Italic** | Ctrl+Shift+ | I |
| **JumpToCommentCard** | Alt+ | F12 |
| **Line Down** |  | Down |
| **Line Down Extend** | Shift+ | Down |
| **Line Up** |  | Up |
| **Line Up Extend** | Shift+ | Up |
| **List Num Field** | Alt+Ctrl+ | L |
| **Lock Fields** | Ctrl+ | 3 |
| **Lock Fields** | Ctrl+ | F11 |
| **Macro** | Alt+ | F8 |
| **Mail Merge Check** | Alt+Shift+ | K |
| **Mail Merge Edit Data Source** | Alt+Shift+ | E |
| **Mail Merge to Doc** | Alt+Shift+ | N |
| **Mail Merge to Printer** | Alt+Shift+ | M |
| **Mark Citation** | Alt+Shift+ | I |
| **Mark Index Entry** | Alt+Shift+ | X |
| **Mark Table of Contents Entry** | Alt+Shift+ | O |
| **Merge Field** | Alt+Shift+ | F |
| **Microsoft System Info** | Alt+Ctrl+ | F1 |
| **Move** |  | F2 |
| **Next Field** |  | F11 |
| **Next Field** | Alt+ | F1 |
| **Next Misspelling** | Alt+ | F7 |
| **Next Object** | Alt+ | Down |
| **Next Pane** |  | F6 |
| **Next Window** | Ctrl+ | F6 |
| **Next Window** | Alt+ | F6 |
| **Normal** | Alt+Ctrl+ | N |
| **Normal Style** | Ctrl+Shift+ | N |
| **Normal Style** | Alt+Shift+ | Clear (Num 5) |
| **Open** | Ctrl+ | F12 |
| **Open** | Alt+Ctrl+ | F2 |
| **Open or Close Up Para** | Ctrl+ | 0 |
| **Open Using Backstage** | Ctrl+ | O |
| **Outline** | Alt+Ctrl+ | O |
| **Outline Demote** | Alt+Shift+ | Right |
| **Outline Move Down** | Alt+Shift+ | Down |
| **Outline Move Up** | Alt+Shift+ | Up |
| **Outline Promote** | Alt+Shift+ | Left |
| **Outline Show First Line** | Alt+Shift+ | L |
| **Page** | Alt+Ctrl+ | P |
| **Page Break** | Ctrl+ | Return |
| **Page Down** |  | Page Down |
| **Page Down Extend** | Shift+ | Page Down |
| **Page Field** | Alt+Shift+ | P |
| **Page Up** |  | Page Up |
| **Page Up Extend** | Shift+ | Page Up |
| **Para Down** | Ctrl+ | Down |
| **Para Down Extend** | Ctrl+Shift+ | Down |
| **Para Up** | Ctrl+ | Up |
| **Para Up Extend** | Ctrl+Shift+ | Up |
| **Paragraph Alignment** | Ctrl+ | J |
| **Paragraph Alignment** | Ctrl+ | E |
| **Paragraph Alignment** | Ctrl+ | R |
| **Paragraph Alignment** | Ctrl+ | L |
| **Paragraph Formatting** | Ctrl+ | Q |
| **Paragraph Spacing** | Ctrl+ | 5 |
| **Paragraph Spacing** | Ctrl+ | 2 |
| **Paragraph Spacing** | Ctrl+ | 1 |
| **Paste** | Ctrl+ | V |
| **Paste** | Shift+ | Insert |
| **Paste Format** | Alt+Ctrl+ | V |
| **Paste Special** | Alt+Ctrl+ | V |
| **Paste Text Only** | Ctrl+Shift+ | V |
| **Prev Field** | Shift+ | F11 |
| **Prev Field** | Alt+Shift+ | F1 |
| **Prev Object** | Alt+ | Up |
| **Prev Pane** | Shift+ | F6 |
| **Prev Window** | Ctrl+Shift+ | F6 |
| **Prev Window** | Alt+Shift+ | F6 |
| **Print** | Ctrl+ | F2 |
| **Print** | Ctrl+Shift+ | F12 |
| **Print** | Alt+Ctrl+ | I |
| **Proofing** |  | F7 |
| **Read Aloud** | Alt+Ctrl+ | Space |
| **Redo** | Alt+Shift+ | Backspace |
| **Redo or Repeat** | Ctrl+ | Y |
| **Redo or Repeat** |  | F4 |
| **Redo or Repeat** | Alt+ | Return |
| **Repeat Find** | Shift+ | F4 |
| **Repeat Find** | Alt+Ctrl+ | Y |
| **Replace** | Ctrl+ | H |
| **Research Lookup** | Ctrl+Shift+ | O |
| **Reset Char** | Ctrl+ | Space |
| **Reset Char** | Ctrl+Shift+ | Z |
| **Revision Marks Toggle** | Ctrl+Shift+ | E |
| **Save** | Ctrl+ | S |
| **Save** | Shift+ | F12 |
| **Save** | Alt+Shift+ | F2 |
| **Save As** |  | F12 |
| **Select All** | Ctrl+ | A |
| **Select All** | Ctrl+ | Clear (Num 5) |
| **Select All** | Ctrl+ | Num 5 |
| **Select and scroll to next E2o** | Alt+Ctrl+ | G |
| **Select Table** | Alt+ | Clear (Num 5) |
| **Show All** | Ctrl+Shift+ | 8 |
| **Show All Headings** | Alt+Shift+ | A |
| **Show All Headings** | Alt+Shift+ | A |
| **Show Heading1** | Alt+Shift+ | 1 |
| **Show Heading2** | Alt+Shift+ | 2 |
| **Show Heading3** | Alt+Shift+ | 3 |
| **Show Heading4** | Alt+Shift+ | 4 |
| **Show Heading5** | Alt+Shift+ | 5 |
| **Show Heading6** | Alt+Shift+ | 6 |
| **Show Heading7** | Alt+Shift+ | 7 |
| **Show Heading8** | Alt+Shift+ | 8 |
| **Show Heading9** | Alt+Shift+ | 9 |
| **Shrink Font** | Ctrl+Shift+ | , |
| **Shrink Font One Point** | Ctrl+ | [ |
| **Shrink Selection** | Shift+ | F8 |
| **Small Caps** | Ctrl+Shift+ | K |
| **Smart Find** | Ctrl+ | F |
| **Spike** | Ctrl+ | F3 |
| **Start of Column** | Alt+ | Page Up |
| **Start of Column** | Alt+Shift+ | Page Up |
| **Start of Doc Extend** | Ctrl+Shift+ | Home |
| **Start of Document** | Ctrl+ | Home |
| **Start of Line** |  | Home |
| **Start of Line Extend** | Shift+ | Home |
| **Start of Row** | Alt+ | Home |
| **Start of Row** | Alt+Shift+ | Home |
| **Start of Window** | Alt+Ctrl+ | Page Up |
| **Start of Window Extend** | Alt+Ctrl+Shift+ | Page Up |
| **Start Office Dictation** | Alt+ | ` |
| **Style** | Ctrl+Shift+ | L |
| **Style** | Alt+Ctrl+ | 2 |
| **Style** | Alt+Ctrl+ | 3 |
| **Style** | Alt+Ctrl+ | 1 |
| **Style Apply Pane** | Ctrl+Shift+ | S |
| **Style Separator** | Alt+Ctrl+ | Return |
| **Subscript** | Ctrl+ | = |
| **Superscript** | Ctrl+Shift+ | = |
| **Symbol Font** | Ctrl+Shift+ | Q |
| **Thesaurus RR** | Shift+ | F7 |
| **Time Field** | Alt+Shift+ | T |
| **Toggle Character Code** | Alt+ | X |
| **Toggle Field Display** | Shift+ | F9 |
| **Toggle Master Subdocs** | Ctrl+ | \ |
| **Toggle Ribbon** | Ctrl+ | F1 |
| **Toggle XMLTag View** | Ctrl+Shift+ | X |
| **Un Hang** | Ctrl+Shift+ | T |
| **Un Indent** | Ctrl+Shift+ | M |
| **Underline** | Ctrl+ | U |
| **Underline** | Ctrl+Shift+ | U |
| **Undo** | Ctrl+ | Z |
| **Undo** | Alt+ | Backspace |
| **Unlink Fields** | Ctrl+ | 6 |
| **Unlink Fields** | Ctrl+Shift+ | F9 |
| **Unlock Fields** | Ctrl+ | 4 |
| **Unlock Fields** | Ctrl+Shift+ | F11 |
| **Update Auto Format** | Alt+Ctrl+ | U |
| **Update Fields** |  | F9 |
| **Update Fields** | Alt+Shift+ | U |
| **Update Source** | Ctrl+Shift+ | F7 |
| **VBCode** | Alt+ | F11 |
| **Web Go Back** | Alt+ | Left |
| **Web Go Forward** | Alt+ | Right |
| **Word Count List** | Ctrl+Shift+ | G |
| **Word Count Recount** | Ctrl+Shift+ | R |
| **Word Left** | Ctrl+ | Left |
| **Word Left Extend** | Ctrl+Shift+ | Left |
| **Word Right** | Ctrl+ | Right |
| **Word Right Extend** | Ctrl+Shift+ | Right |
| **Word Underline** | Ctrl+Shift+ | W |

1. --- + Enter =ans

2. \*\*\*+Enter=ans

3. ###+ Enter=ans

4. \_\_\_(3 underscore)+Enter=and

5. Ctrl + shift + Enter = new page && ctrl+ Enter = new page

6. Alt +shift +o =Mark table Pop box

7. Alt + Shift +Z = Share

8.Alt + Shift + J=Draw

9.Alt + Shift + D =current Date

10. .Alt + Shift +