



Navigation Keys

<i>Move Through a Document</i>	
One character to the left	←
One character to the right	→
One word to the left	Ctrl + ←
One word to the right	Ctrl + →
Up one line	↑
Down one line	↓
To the end of a line	End
To the beginning of a line	Home
One paragraph up	Ctrl + ↑
One paragraph down	Ctrl + ↓
Up one page or Previous	Ctrl + Page Up
Down one page or Next	Ctrl + PageDown
Up one screen	Page Up
Down one screen	PageDown
To the top of a screen	Ctrl + Page Up
To the bottom of a screen	Ctrl + PageDown
To the beginning of a document	Ctrl + Home
To the end of a document	Ctrl + End
Go to a specified location (page, bookmark)	F5 or Ctrl + G
GoBack (current and last 3 editing positions)	Shift + F5 or Alt + Ctrl + Z
Move between key areas of the Word window	F6 or Shift + F6
<i>Move in a Table</i>	
Next cell in a row	Tab
Previous cell in a row	Shift + Tab
First cell in a row	Alt + Home
Top cell in a column	Alt + Page Up
Last cell in a row	Alt + End
Last cell in a column	Alt + PageDown
Next row	↓
Previous row	↑

Document Management Keys

<i>File Management</i>	
New	Ctrl + N
Open	Ctrl + O or Ctrl + F12
Close	Ctrl + W or Ctrl + F4
Save As	F12
Save	Ctrl + S
Print Preview	Ctrl + F2
Print	Ctrl + P
Exit Word	Alt + F4
<i>Editing</i>	
Undo	Ctrl + Z
Redo	Ctrl + Y
Repeat previous command	F4
Cut	Ctrl + X
Copy	Ctrl + C or Shift + F2
Paste	Ctrl + V
Paste Special	Alt + Ctrl + V
Paste Formatting Only	Ctrl + Shift + V
Copy header or footer used in previous section of document	Alt + Shift + R
Select All	Ctrl + A
Find	Ctrl + F
Replace	Ctrl + H
Repeat Find	Shift + F4 or Alt + Ctrl + Y
Open Word Count dialog box	Ctrl + Shift + G
Cut to the Spike	Ctrl + F3
Paste the Spike contents	Ctrl + Shift + F3

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Microsoft Word Keyboard Shortcuts

View Keys

Action	Key
Switch to Print Layout view	Alt + Ctrl + P
Switch to Outline view	Alt + Ctrl + O
Switch to Draft view	Alt + Ctrl + N
Promote paragraph (outline)	Alt + Shift + ←
Demote paragraph (outline)	Alt + Shift + →
Demote to body text (outline)	Ctrl + Shift + N
Split the document window; repeat to remove	Alt + Ctrl + S

Paragraph Formatting Keys

Action	Key
Center	Ctrl + E
Justify	Ctrl + J
Left-align	Ctrl + L
Right-align	Ctrl + R
Indent from left	Ctrl + M
Decrease indent from left	Ctrl + Shift + M
Create hanging indent	Ctrl + T
Decrease hanging indent	Ctrl + Shift + T
Single space lines	Ctrl + 1
Double space lines	Ctrl + 2
One-and-one-half space lines	Ctrl + 5
Add/close space B4 paragraph	Ctrl + 0 (zero)
Remove paragraph formatting	Ctrl + Q
Format Painter	Ctrl + Shift + C
Apply copied formatting to text	Ctrl + Shift + V

Character Formatting Keys

Action	Key
Bold	Ctrl + B
Italics	Ctrl + I
Underline (continuous)	Ctrl + U
Word underline	Ctrl + Shift + W
Double-underline	Ctrl + Shift + D
Font (Font dialog box)	Ctrl + Shift + F or Ctrl + D
Point size (Font dialog box)	Ctrl + Shift + P
Hidden	Ctrl + Shift + H
Change letter case	Shift + F3
All Caps	Ctrl + Shift + A
Small caps	Ctrl + Shift + K
Subscript	Ctrl + =
Superscript	Ctrl + +
Increase font size one value	Ctrl + Shift + >
Decrease font size one value	Ctrl + Shift + <
Increase by 1 point	Ctrl + I
Decrease by 1 point	Ctrl + ↓
Insert copyright symbol	Alt + Ctrl + C
Insert registered trademark symbol	Alt + Ctrl + R
Insert trademark symbol	Alt + Ctrl + T
Remove manual formatting	Ctrl + Shift + Z or Ctrl + Spacebar
Format Painter	Ctrl + Shift + C
Apply copied formatting to text	Ctrl + Shift + V

Styles Formatting Keys

Action	Key
Open Apply Styles task pane	Ctrl + Shift + S
Open Styles task pane	Alt + Ctrl + Shift + S
Apply the Normal style	Ctrl + Shift + N
Apply the Heading 1 style	Ctrl + Shift + 1
Apply the Heading 2 style	Ctrl + Shift + 2
Apply the Heading 3 style	Ctrl + Shift + 3

Microsoft Word Keyboard Shortcuts

Additional Handy Shortcuts

Action	Key
Begin new paragraph	Enter
Cancel	Esc
Display nonprinting characters	Ctrl + Shift + *
Edit a bookmark	Ctrl + Shift + F5
Insert a comment	Alt + Ctrl + M
Insert a footnote	Alt + Ctrl + F
Insert a hyperlink	Ctrl + K
Insert an endnote	Alt + Ctrl + D
Insert column break or split table	Ctrl + Shift + Enter
Insert new line break (same paragraph)	Shift + Enter
Insert new page (break)	Ctrl + Enter
Insert non-breaking hyphen	Ctrl + Shift + -
Insert non-breaking space	Ctrl + Shift + Spacebar
Insert tab character (in table)	Ctrl + Tab
Mark for Index	Alt + Shift + X
Mark for Table of Authorities (citation)	Alt + Shift + I
Mark for Table of Contents	Alt + Shift + O
Run a macro	Alt + F8
Turn Track Changes on/off	Ctrl + Shift + E

Helpful Function Keys

Action	Key
Activate Ribbon KeyTips	F10 or Alt
Activate shortcut menu	Shift + F10
Close active document	Ctrl + F4
Close Word	Alt + F4
Expand or collapse the Ribbon	Ctrl + F1
Extend selection mode	F8
Go back to previous positions	Shift + F5
Go To	F5
Help	F1
Insert AutoText entry	F3
Maximize document window	Ctrl + F10
Maximize Word window	Alt + F10
Next document window	Ctrl + F6
Previous document window	Ctrl + Shift + F6
Print (also Ctrl + P)	Ctrl + Shift + F12
Repeat Find or Go To	Shift + F4
Reveal Formatting on text	Shift + F1
Save	Shift + F12
Save As	F12
Show codes fields on/off	Alt + F9
Spelling	F7
Thesaurus	Shift + F7
Update selected field	F9

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