

## Word Shortcut Keys

Command Name	Keys
All Caps	Ctrl+Shift+A
Apply List Bullet	Ctrl+Shift+L
Auto Format	Alt+Ctrl+K
Auto Text	F3
Bold	Ctrl+B
Cancel	ESC
Center Para	Ctrl+E
Change Case	Shift+F3
Clear	Del
Close or Exit	Alt+F4
Copy	Ctrl+C
Create Auto Text	Alt+F3
Cut	Ctrl+X
Double Underline	Ctrl+Shift+D
Find	Ctrl+F
Help	F1
Hyperlink	Ctrl+K
Indent	Ctrl+M
Italic	Ctrl+I
Justify Para	Ctrl+J
Merge Field	Alt+Shift+F
New Document	Ctrl+N
Open	Ctrl+O
Outline	Alt+Ctrl+O
Overtyping	Insert
Page	Alt+Ctrl+P
Page Break	Ctrl+Return
Paste	Ctrl+V
Paste Format	Ctrl+Shift+V
Print	Ctrl+P
Print Preview	Ctrl+F2
Redo	Alt+Shift+Backspace
Redo or Repeat	Ctrl+Y
Save	Ctrl+S
Select All	Ctrl+A
Small Caps	Ctrl+Shift+K
Style	Ctrl+Shift+S
Subscript	Ctrl+=
Superscript	Ctrl+Shift+=
Task Pane	Ctrl+F1
Time Field	Alt+Shift+T

Underline	Ctrl+U
Undo	Ctrl+Z
Update Fields	F9
Word Count List	Ctrl+Shift+G

Function Keys	
F1	Get Help or visit Microsoft Office Online.
F2	Move text or graphics.
F3	Insert an AutoText (AutoText: A storage location for text or graphics you want to use again, such as a standard contract clause or a long distribution list. Each selection of text or graphics is recorded as an AutoText entry and is assigned a unique name.) entry (after Microsoft Word displays the entry).
F4	Repeat the last action.
F5	Choose the Go To command (Edit menu).
F6	Go to the next pane or frame.
F7	Choose the Spelling command (Tools menu).
F8	Extend a selection.
F9	Update selected fields.
F10	Activate the menu bar.
F11	Go to the next field.
F12	Choose the Save As command (File menu).

SHIFT+Function key	
SHIFT+F1	Start context-sensitive Help or reveal formatting.
SHIFT+F2	Copy text.
SHIFT+F3	Change the case of letters.
SHIFT+F4	Repeat a Find or Go To action.
SHIFT+F5	Move to the last change.
SHIFT+F6	Go to the previous pane or frame.
SHIFT+F7	Choose the Thesaurus command (Tools menu, Language submenu).
SHIFT+F8	Shrink a selection.
SHIFT+F9	Switch between a field code and its result.
SHIFT+F10	Display a shortcut menu.
SHIFT+F11	Go to the previous field.
SHIFT+F12	Choose the Save command (File menu).

<b>CTRL+Function Key</b>	
CTRL+F2	Choose the Print Preview command (File menu).
CTRL+F3	Cut to the Spike (Spike: A special AutoText entry that stores multiple deletions. Microsoft Word appends one item to another until you paste the contents as a group in a new location in your document. You can also use the Microsoft Office Clipboard to get the same result.)
CTRL+F4	Close the window.
CTRL+F5	Restore the document window size (for example, after maximizing it).
CTRL+F6	Go to the next window.
CTRL+F7	Choose the Move command (title bar shortcut menu).
CTRL+F8	Choose the Size command (title bar shortcut menu).
CTRL+F9	Insert an empty field.
CTRL+F10	Maximize the document window.
CTRL+F11	Lock a field.
CTRL+F12	Choose the Open command (File menu).

<b>CTRL+SHIFT+Function Key</b>	
CTRL+SHIFT+F3	Insert the contents of the Spike (Spike: A special AutoText entry that stores multiple deletions. Microsoft Word appends one item to another until you paste the contents as a group in a new location in your document. You can also use the Microsoft Office Clipboard to get the same result.)
CTRL+SHIFT+F5	Edit a bookmark.
CTRL+SHIFT+F6	Go to the previous window.
CTRL+SHIFT+F7	Update linked information in a Microsoft Word source document.
CTRL+SHIFT+F8	Extend a selection or block (then press an arrow key).
CTRL+SHIFT+F9	Unlink a field.
CTRL+SHIFT+F11	Unlock a field.
CTRL+SHIFT+F12	Choose the Print command (File menu).

<b>ALT+Function Key</b>	
ALT+F1	Go to the next field.
ALT+F3	Create an AutoText (AutoText: A storage location for text or graphics you want to use again, such as a standard contract clause or a long distribution list. Each selection of text or graphics is recorded as an AutoText entry and is assigned a unique name.) entry.
ALT+F4	Quit Microsoft Word.
ALT+F5	Restore the program window size.
ALT+F6	Move from an open dialog box back to the document for dialog boxes such as Find and Replace that support this behavior.
ALT+F7	Find the next misspelling or grammatical error. The Check spelling as you type check box must be selected (Tools menu, Options dialog box, Spelling & Grammar tab).
ALT+F8	Run a macro.
ALT+F9	Switch between all field codes and their results.
ALT+F10	Maximize the program window.
ALT+F11	Display Microsoft Visual Basic code.

<b>ALT+SHIFT+Function Key</b>	
ALT+SHIFT+F1	Go to the previous field.
ALT+SHIFT+F2	Choose the Save command (File menu).
ALT+SHIFT+F9	Run GOTOBUTTON or MACROBUTTON from the field that displays the field results.
ALT+SHIFT+F10	Display the menu or message for a smart tag. If more than one smart tag is present, switch to the next smart tag and display its menu or message.
ALT+SHIFT+F11	Start the Microsoft Script Editor

<b>CTRL+ALT+Function Key</b>	
CTRL+ALT+F1	Display Microsoft System Information.
CTRL+ALT+F2	Open command (File menu).