

# Office 2007 Shortcuts

Platform: Windows/English

| Display and use Windows in Office 2007 |                                                                                                                             |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| alt+tab                                | Switch to the next window.                                                                                                  |
| alt+shift+tab                          | Switch to the previous window.                                                                                              |
| ctrl+w or ctrl+f4                      | Close the active window.                                                                                                    |
| alt+f5                                 | Restore the size of the active window after you maximize it.                                                                |
| f6                                     | Move to a task pane from another pane in the program window (clockwise direction). You may need to press F6 more than once. |
| shift+f6                               | Move to a task pane from another pane in the program window (counterclockwise direction).                                   |
| ctrl+f6                                | When more than one window is open, switch to the next window.                                                               |
| ctrl+shift+f6                          | Switch to the previous window.                                                                                              |
| ctrl+f10                               | Maximize or restore a selected window.                                                                                      |
| print scrn                             | Copy a picture of the screen to the Clipboard.                                                                              |
| alt+print scrn                         | Copy a picture of the selected window to the Clipboard.                                                                     |

| Use Dialog Boxes                                  |                                                                                                                          |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| alt+f6                                            | Move from an open dialog box back to the document, for dialog boxes such as Find and Replace that support this behavior. |
| tab                                               | Move to the next option or option group.                                                                                 |
| shift+tab                                         | Move to the previous option or option group.                                                                             |
| ctrl+tab                                          | Switch to the next tab in a dialog box.                                                                                  |
| ctrl+shift+tab                                    | Switch to the previous tab in a dialog box.                                                                              |
| arrow keys                                        | Move between options in an open drop-down list, or between options in a group of options.                                |
| spacebar                                          | Perform the action assigned to the selected button; select or clear the selected check box.                              |
| alt+ underlined letter                            | Select an option; select or clear a check box.                                                                           |
| alt+down arrow                                    | Open a selected drop-down list.                                                                                          |
| Any first letter of an option in a drop-down list | Select an option from a drop-down list.                                                                                  |
| esc                                               | Close a selected drop-down list; cancel a command and close a dialog box.                                                |
| enter                                             | Run the selected command.                                                                                                |

| Use Edit Boxes within Dialog Boxes |                                                                |
|------------------------------------|----------------------------------------------------------------|
| end                                | Move to the end of the entry.                                  |
| left arrow or right arrow          | Move one character to the left or right.                       |
| ctrl+left arrow                    | Move one word to the left.                                     |
| ctrl+right arrow                   | Move one word to the right.                                    |
| shift+left arrow                   | Select or unselect one character to the left.                  |
| shift+right arrow                  | Select or unselect one character to the right.                 |
| ctrl+shift+left arrow              | Select or unselect one word to the left.                       |
| ctrl+shift+right arrow             | Select or unselect one word to the right.                      |
| shift+home                         | Select from the insertion point to the beginning of the entry. |
| shift+end                          | Select from the insertion point to the end of the entry.       |

| Use the Open and Save As dialog boxes |                                                                       |
|---------------------------------------|-----------------------------------------------------------------------|
| ctrl+f12 or ctrl+o                    | Display the Open dialog box.                                          |
| f12                                   | Display the Save As dialog box.                                       |
| alt+1                                 | Go to the previous folder.                                            |
| alt+2                                 | Up One Level button: Open the folder one level above the open folder. |
| delete                                | Delete button: Delete the selected folder or file.                    |
| alt+4                                 | Create New Folder button: Create a new folder.                        |
| alt+5                                 | Views button: Switch among available folder views.                    |
| shift+f10                             | Display a shortcut menu for a selected item such as a folder or file. |
| tab                                   | Move between options or areas in the dialog box.                      |
| f4 or alt+i                           | Open the Look in list.                                                |
| f5                                    | Update the file list.                                                 |

| Undo and Redo |                           |
|---------------|---------------------------|
| esc           | Cancel an action.         |
| ctrl+z        | Undo an action.           |
| ctrl+y        | Redo or repeat an action. |

| Access and use task panes and galleries |                                                                                                         |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------|
| f6                                      | Move to a task pane from another pane in the program window. (You may need to press F6 more than once.) |
| ctrl+tab                                | When a menu is active, move to a task pane. (You may need to press CTRL+TAB more than once.)            |
| tab or shift+tab                        | When a task pane is active, select the next or previous option in the task pane.                        |
| ctrl+spacebar                           | Display the full set of commands on the task pane menu.                                                 |
| spacebar or enter                       | Perform the action assigned to the selected button.                                                     |
| shift+f10                               | Open a drop-down menu for the selected gallery item.                                                    |
| home or end                             | Select the first or last item in a gallery.                                                             |
| page up or page down                    | Scroll up or down in the selected gallery list.                                                         |

| Access and use smart tags |                                                                                                                                                                                                                      |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| shift+f10                 | Display the shortcut menu for the selected item.                                                                                                                                                                     |
| alt+shift+f10             | Display the menu or message for a smart tag or for the AutoCorrect Options button or the Paste options button . If more than one smart tag is present, switch to the next smart tag and display its menu or message. |
| down arrow                | Select the next item on a smart tag menu.                                                                                                                                                                            |
| up arrow                  | Select the previous item on a smart tag menu.                                                                                                                                                                        |
| enter                     | Perform the action for the selected item on a smart tag menu.                                                                                                                                                        |
| esc                       | Close the smart tag menu or message.                                                                                                                                                                                 |