

Word 2010 Shortcuts

Platform: Windows/English

Manage Word Documents	
ctrl+n	Create new document
ctrl+o	Open document
ctrl+w	Close document
ctrl+s	Save document
f12	Save document as
ctrl+p	Print document/ print preview
ctrl+f6	Switch between multiple Word documents
alt, then f, r	Open Recent (file, recent)

Navigate within Documents	
arrow left / arrow right	Jump one character to the left / to the right
ctrl+arrow left / ctrl+arrow right	Jump one word to the left / to the right
end / home	Jump to the end of a line / beginning of a line
arrow down / arrow up	Jump one line down / one line down
ctrl+arrow down / ctrl+arrow up	Jump one paragraph down / one paragraph up
page down / page up	Jump one screen down/ one screen up
alt+ctrl+page down / alt+ctrl+page up	Jump to top / to bottom of visible window
ctrl+end / ctrl+home	Jump to end / to beginning of document
ctrl+g or f5	Go to a page, bookmark, footnote, table, comment, graphic, or other location
alt+ctrl+z	Go back to previously edited location in document (up to 4 places)
shift+f5	Go to a the last change or revision. Also works after opening document.
ctrl+shift+f5	Set, go to and edit bookmarks
alt+ctrl+home	Set Browse Options. Press the arrow keys to select an option, and then press enter to browse through a document by using the selected option
ctrl+page down / ctrl+page up	Move to next / move to previous browser object as set in Browse Options

Select Text	
shift+arrow right / shift+arrow left	Extend selection one character to the right / to the left
ctrl+shift+arrow right / ctrl+shift+arrow left	Extend selection one word to the right / to the left
shift+end / shift+home	Extend selection to the end / to beginning of a line
shift+arrow down / shift+arrow up	Extend selection one line down / one line up
shift+page down / shift+page up	Extend selection one screen down / one screen up
ctrl+shift+end / ctrl+shift+home	Extend selection to end / to beginning of document
alt+ctrl+shift+page down / alt+ctrl+shift+page up	Extend selection to end / to beginning of visible window
ctrl+a	Extend selection to entire document
arrow keys	Cancel selection and return to beginning / to end of selection
f8	Turn Extend Mode on: Extend selection without pressing shift
arrow keys , page up/page down etc.	Extend selection in Extended Mode:
f8	Extend selection further by word, paragraph, document in Extended Mode

shift+f8	Reduce the size of a selection in Extended Mode
ctrl+shift+f8, and arrow keys	Select a vertical block of text in Extended Mode
esc	Turn extend mode off
f8	Extend a selection to a specific location in a document

Undo, Copy and Paste	
ctrl+z	Undo the last action
ctrl+y	Redo the last action
ctrl+c	Copy selected text or object
ctrl+x	Cut selected text or object
ctrl+v	Paste selected text or object
ctrl+shift+c	Copy text format
ctrl+shift+v	Paste text format
ctrl+alt+v	Paste special
ctrl+v, then ctrl, then k	Paste and keep Source Formatting
ctrl+v, then ctrl, then t	Paste and keep Text only
ctrl+f3	Cut to the Spike (separate clipboard)
ctrl+shift+f3	Paste from the Spike
alt+shift+r	Copy the header or footer from previous section of the document

Edit Documents	
Insert Special Characters	
alt+ctrl+c	Insert copyright symbol
alt+ctrl+r	Insert registered trademark symbol
alt+ctrl+t	Insert trademark symbol
alt+ctrl+. (Period)	Insert horizontal ellipsis (?)
alt+ctrl+-	Insert em dash
alt+ctrl++	Insert en dash
alt, then n,u	Insert Symbol (insert menu)
' or ctrl+2x`	Insert single opening quotation mark
ctrl+2x`	Insert single closing quotation mark
Type character code and press alt+x	Insert Unicode character, e.g. 20ac
Select character and press alt+x	Transform character to Unicode
alt+character code on numeric keyboard	Insert ANSI character

Insert Breaks	
enter	Insert paragraph break
shift+enter	Insert line break without breaking paragraph
ctrl+enter	Insert page break
ctrl+shift+enter	Insert column break (break table)
ctrl+shift+space	Insert nonbreaking space
ctrl+shift+- (Hyphen)	Insert nonbreaking hyphen
ctrl+-	Insert optional hyphen

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Insert Text Elements	
alt+ctrl+f	Insert a footnote
alt+ctrl+d	Insert an endnote
ctrl+k	Insert a hyperlink
alt+shift+i	Insert Citation Mark
alt+shift+x	Insert Index Mark

Move and Delete Text	
f2, then move to position and press enter	Move selected text to different position
shift+f2, then move to position and press enter	Copy selected text to different position
delete / backspace	Delete one character to the right / to the left (or delete selection)
ctrl+delete / ctrl+backspace	Delete one word to the right / to the left
delete	Delete one character to the right or delete selection
ctrl+shift+<</sc> / <sc>ctrl+shift+>	Decrease / Increase font size one value

Formats

Format Text	
ctrl+d or ctrl+shift+k	Open the Font dialog box
ctrl+shift+<</sc> / <sc>ctrl+shift+>	Decrease / Increase font size one value
ctrl+[] / ctrl+[]	Decrease / Increase font size one point
ctrl+b	Apply/remove bold
ctrl+i	Apply/remove italic
ctrl+u	Apply/remove underline
ctrl+=	Apply/remove subscript
ctrl+shift++	Apply/remove superscript
ctrl+shift+d	Apply/remove double-underline
ctrl+shift+w	Apply/remove words underline (only words, no spaces)
ctrl+shift+h	Apply/remove hidden formatting
ctrl+shift+a	Apply/remove all capitals
ctrl+shift+k	Apply/remove small capitals
shift+f3	Change between all upper-, first letter upper- and all lower-case
[ctrl]+[d], then [alt]+k and enter	Apply strike-through formatting (font dialog)
ctrl+shift+q	Change the selection to the Symbol font
shift+f1	Reveal Formatting (show all formats of selection)

Format Paragraphs	
ctrl+r	Right-align paragraph
ctrl+l	Left-align paragraph
ctrl+e	Center-align paragraph
ctrl+j	Justify-align paragraph
ctrl+m / ctrl+shift+m	Indent paragraph from the left and increase / decrease indent
ctrl+1	Set line-spacing to single-space
ctrl+2	Set line-spacing to double-space
ctrl+5	Set line-spacing to 1.5
ctrl+0	Add or remove one line space preceding a paragraph

Styles	
alt+ctrl+shift+s	Open or close Styles task pane
alt+ctrl+1	Apply Heading 1 style
alt+ctrl+2	Apply Heading 2 style
alt+ctrl+3	Apply Heading 3 style
alt+shift+arrow right / alt+shift+arrow left	Promote / demote Headings
ctrl+space	Remove all manual styles
ctrl+shift+n	Apply Normal style
ctrl+shift+s	Open Apply Styles task pane (will not close with pressing it a second time)
alt+ctrl+k	Start Auto Format

Search and Replace	
ctrl+h	Open traditional find and replace window
ctrl+h, then alt+d	Open traditional find window
alt+ctrl+y, or shift+f4	Repeat last find after closing find window
ctrl+tab	Jump between find menu and document
alt+space, arrow keys and enter	Move find menu window
escape	Close traditional search window if active
ctrl+f	Open (new) search menu in navigation task pane
alt, then v,k	Open and close Navigation pane (View, Navigation)

Manage Word View

Switch Views	
alt+ctrl+p	Switch to Print Layout view
alt+ctrl+o	Switch to Outline view
alt+ctrl+n	Switch to Draft view (used to be normal view)
ctrl+scroll mouse	Zoom in and zoom out
alt then w, q	Open Zoom Menu (no native shortcut exists for zoom in/ zoom out)
alt+ctrl+s	Split the document window

Ribbons	
ctrl+f1	Show or hide the ribbon
f10 or alt	Select item in Ribbon
escape	Leave Ribbon or Submenu
arrow left / arrow right	Move left or right between main Ribbon Menus if active
arrow keys	Move left/right/up/down between Ribbon Menus and Sub-Menus
space or enter	When in ribbon Open or activate selected item

Navigation Pane	
alt, then w,k	Open and close Navigation pane (View, Navigation)
f6 / shift+f6	With Navigation Pane open: Switch forward / backwards between (1) Navigation Pane, (2) Bottom Taskbar, (3) Ribbon, and (4) Document
tab / shift+tab	In Navigation Pane: Move through Navigation Pane options

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Tables	
Navigate in Tables	
arrow down / arrow up	Jump one row down / one row up
tab / shift+tab	Jump to (and select) next / previous table cell
alt+home / alt+end	Jump to first column/ jump to last column
alt+page up / alt+page down	Jump to first row / jump to last row
ctrl+arrow left / ctrl+arrow right	One cell to the left / to the right
Select Table Contents	
shift+end	Select current table cell
end, then shift+home	Select content of current table cell
Press and hold shift and press arrow keys repeatedly	Extend selection to adjacent cells
ctrl+shift+f8, then press	Extend selection or block
alt+5 on numeric keypad (with numLock off)	Select an entire table
Edit Tables	
alt+shift+arrow up / alt+shift+arrow down	Move current row up or down
In first column, press shift+end repeatedly	Select row*
In first row press alt+shift+page down	Select column
shift+f10, then d	Delete rows* with rows selected
shift+f10, then d, then r and enter	Delete row
shift+f10, then d, then c and enter	Delete column
shift+f10, then i, then a	Insert row above
shift+f10, then i, then b	Insert row below
ctrl+tab	Insert tab character
tab in last table cell	Add row at the end
*Make sure selection extends past the last column which is number of columns +1. Word shows the selection extended next to the last column.	
Outline View	
ctrl+shift+o	Switch to Outline View
tab / shift+tab or	Promote / Demote a paragraph
alt+shift+arrow left / alt+shift+arrow right	
alt+shift+arrow up / alt+shift+arrow down	Move selected paragraphs up / down
ctrl+shift+n	Demote to body text (set style to normal)
alt+shift++ / alt+shift+-	Expand / Collapse text under a heading
alt+shift+a	Expand or collapse all text or headings
/ key on the numeric keypad	Hide or display character formatting
alt+shift+l	Show the first line of body text or all body text

alt+shift+1	Show all headings with the Heading 1 style
alt+shift+n	Show all headings up to Heading n
ctrl+tab	Insert a tab character

Review Documents	
f7	Choose the Spelling command (Review tab).
alt+ctrl+m	Insert a comment
ctrl+shift+e	Turn change tracking on or off
alt+shift+c	Close the Reviewing Pane if it is open.
ctrl+shift+*	Display nonprinting characters.
alt+f10	Display the Selection and Visibility task pane.
ctrl+shift+g	Open the Word Count dialog box.

Print Documents	
ctrl+p	Print a document (print preview)
escape	Close print preview
arrow keys, page up / page down	Move around the preview pages (with focus on preview page*)
ctrl+home / ctrl+end	Move to first page / last page (with focus on preview page)
*Except tabbing, there seems to be no shortcut to jump to preview page. Clicking on it with the mouse is an option	

Fields	
alt+shift+d	Insert current date (insert DATE field)
alt+shift+p	Insert page number (insert PAGE field)
alt+shift+t	Insert time (insert TIME field)
alt+ctrl+l	Insert LISTNUM field
ctrl+f9	Insert an empty field
ctrl+shift+l	Insert a LISTNUM field
shift+f9	Show or hide field code/result of selected field
alt+f9	Show or hide field codes/results of all fields in document
f9	Update selected fields*
alt+shift+f9	Run GOTOBUTTON or MACROBUTTON from the field that displays the field results
f11 / shift+f11	Go to the next field/ previous field
ctrl+shift+f7	Update linked information in a Microsoft Word source document
ctrl+shift+f9	Unlink a field
ctrl+f11 / ctrl+shift+f11	Lock a field / Unlock a field
*to update all fields, select the complete document with ctrl+a, then update fields by pressing f9)	

Mail Merge	
alt+shift+k	Preview a mail merge
alt+shift+n	Merge a document
alt+shift+m	Print the merged document
alt+shift+e	Edit a mail-merge data document
alt+shift+f	Insert a merge field
alt+shift+k	Preview a mail merge
alt+shift+n	Merge a document
alt+shift+m	Print the merged document
alt+shift+e	Edit a mail-merge data document
alt+shift+f	Insert a merge field

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The Rest	
f1	Get Help or visit Microsoft Office.com
alt+f4	Exit Word
shift+f10	Display a shortcut menu (Simulate right mouse button)
alt+f3	Create new Building block with selected texts