

221 Microsoft Word Shortcuts

1

Ctrl + Shift + A

AllCaps

Makes the selection all capitals (toggle)

2

Alt + Ctrl + 1

ApplyHeading1

Applies Heading 1 style to the selected text

3

Alt + Ctrl + 2

ApplyHeading2

Applies Heading 2 style to the selected text

4

Alt + Ctrl + 3

ApplyHeading3

Applies Heading 3 style to the selected text

5

Ctrl + Shift + L

ApplyListBullet

Applies List Bullet style to the selected text

6

Alt + F10

AppMaximize

Enlarges the application window to full size

7

Alt + F5

AppRestore

Restores the application window to normal size

8

Ctrl+B

Bold

Makes the selection bold (toggle)

9

Ctrl + PgDn

PURNACHANDRA RAO P

BrowseNext

Jump to the next browse object

10

Ctrl + PgUp

BrowsePrev

Jump to the previous browse object

11

Alt + Ctrl + Home

BrowseSel

Select the next/prev browse object

12

Esc

Cancel

Terminates an action

13

Ctrl+E

CenterPara

Centers the paragraph between the indents

14

Shift+F3

ChangeCase

Changes the case of the letters in the selection

15

Left arrow

CharLeft

Moves the insertion point to the left one character

16

Shift + Left arrow

CharLeftExtend

Extends the selection to the left one character

17

Rt arrow

CharRight

Moves the insertion point to the right one character

18

Shift + Rt arrow

PUERNACHANDRA RAO P

CharRightExtend

Extends the selection to the right one character

19

Alt + Shift + C

ClosePane

Closes the active window pane (if you are in Normal View and have, for example, the Footnote pane open)

20

Alt+Drag (or press Ctrl + Shift + F8 and drag, but Alt + Drag is far easier!)

ColumnSelect

Selects a columnar block of text

21

Ctrl + Shift + C

CopyFormat

Copies the formatting of the selection

22

Shift + F2

CopyText

Makes a copy of the selection without using the clipboard (press Return to paste)

23

Alt + F3

CreateAutoText

Adds an AutoText entry to the active template

24

Ctrl+ Backspace

DeleteBackWord

Deletes the previous word without putting it on the Clipboard

25

Ctrl + Del

DeleteWord

Deletes the next word without putting it on the Clipboard

26

Ctrl+W, Ctrl+F4

DocClose

Prompts to save the document and then closes the active window. (But doesn't intercept the menu command)

27

Ctrl + F10

DocMaximize

Enlarges the active window to full size

28

Ctrl + F7

DocMove

Changes the position of the active window

29

Ctrl + F5

DocRestore

Restores the window to normal size

30

Ctrl + F8

DocSize

Changes the size of the active window

31

Alt + Ctrl + S

DocSplit

Splits the active window horizontally and then adjusts the split

32

Alt + Shift + F9

DoFieldClick

Executes the action associated with macrobutton fields

33

Ctrl + Shift + D

DoubleUnderline

Double underlines the selection (toggle)

34

Alt R, G

DrawGroup

Groups the selected drawing objects

35

Alt R, I

DrawSnapToGrid

Sets up a grid for aligning drawing objects

36

Alt R, U

DrawUngroup

Ungroups the selected group of drawing objects

37

Ctrl+Shift+F5 (Or: Alt I, K)

EditBookmark

Brings up the bookmark dialog

38

Del

EditClear

Performs a forward delete or removes the selection without putting it on the Clipboard

39

Ctrl+C

EditCopy

Copies the selection and puts it on the Clipboard

40

Ctrl+X

EditCut

Cuts the selection and puts it on the Clipboard

41

Ctrl+F

EditFind

Finds the specified text or the specified formatting

42

F5, Ctrl+G

EditGoTo

Jumps to a specified place in the active document

43

Alt E, K

EditLinks

Allows links to be viewed, updated, opened, or removed

44

Ctrl+V

EditPaste

Inserts the Clipboard contents at the insertion point

45

Alt E, S

EditPasteSpecial

Inserts the Clipboard contents as a linked object, embedded object, or other format

46

Alt + Shift + Backspc

EditRedo

Redoes the last action that was undone

47

F4

EditRedoOrRepeat

Repeats the last command, or redoes the last action that was undone (unfortunately, doesn't work for as many commands in Word 2000 as in Word 97 and below, but this is still one of Word's most useful shortcuts, if not the most useful)

48

Ctrl+H

EditReplace

Finds the specified text or the specified formatting and replaces it

49

Ctrl+A

EditSelectAll

Selects the entire document

50

Ctrl+Z

EditUndo

Reverses the last action

51

Alt + PageDn (to select to end of column, use Alt + Shift + PgDn)

EndOfColumn

Moves to the last cell in the current table column

52

Ctrl+Shift+End

EndOfDocExtend

Extends the selection to the end of the last line of the document

53

Ctrl+End

EndOfDocument

Moves the insertion point to the end of the last line of the document

54

End

EndOfLine

Moves the insertion point to the end of the current line

55

Shift+End

EndOfLineExtend

Extends the selection to the end of the current line

56

Alt+End

EndOfRow

Moves to the last cell in the current row

57

Alt + Ctrl + PgDn

EndOfWindow

Moves the insertion point to the end of the last visible line on the screen

58

Shift + Alt + Ctrl + PgDn

EndOfWindowExtend

Extends the selection to the end of the last visible line on the screen

59

F8 (press Esc to turn off)

ExtendSelection

Turns on extend selection mode and then expands the selection with the direction keys

60

Alt + F4 (<9>)

FileCloseOrExit

Closes the current document, or if no documents are open, quits Word.

Horrible command, as it makes it a long winded business to quit Word. But there's a simple solution - assign Alt+F4 to FileExit instead.

61

PUERNACHANDRA RAO P

Alt + F4 (Word 97)

FileExit

Quits Microsoft Word and prompts to save the documents (does intercept the menu item, but not the keyboard shortcut, or the x button. An AutoExit macro is usually a better way of intercepting this).

62

NOT Ctrl+N!!

FileNew

Creates a new document or template (brings up the dialog). Note that: Word pretends that Ctrl+N is assigned to FileNew but it isn't, it's assigned to FileNewDefault You can fix this in Word 2000 by assigning Ctrl+N to the FileNewDialog command. In Word 97 the only way to fix it is to create a macro called FileNew (to do this, press Alt + F8, type "FileNew" without the quotes and Click "Create". The macro will automatically contain the code needed to make it work).

63

Ctrl+N

FileNewDefault

Creates a new document based on the Normal template.

64

Ctrl+O

FileOpen

Opens an existing document or template

65

Alt F, U

FilePageSetup

Changes the page setup of the selected sections

66

Ctrl + P

FilePrint

Prints the active document (brings up the dialog)

67

Ctrl+F2

FilePrintPreview

Displays full pages as they will be printed

68

Alt F, I

FileProperties

Shows the properties of the active document

69

Ctrl+S

FileSave

FileSave

70

Alt F, A (or F12)

FileSaveAs

Saves a copy of the document in a separate file (brings up the dialog)

71

Ctrl+Shift+F

Font

Activates the Fonts listbox on the formatting toolbar

72

Ctrl+Shift+P

FontSizeSelect

Activates the Font Size drop-down on the formatting toolbar

73

Alt + Ctrl + K

FormatAutoFormat

Automatically formats a document (or sometimes, automatically screws it up)

74

Alt O, B

FormatBordersAndShading

Changes the borders and shading of the selected paragraphs, table cells, and pictures

75

Alt O, E

FormatChangeCase

Changes the case of the letters in the selection

76

Alt O, C

FormatColumns

Changes the column format of the selected sections (brings up the dialog)

77

PURNACHANDRA RAO P

Alt O, D

FormatDropCap

Formats the first character of current paragraph as a dropped capital (must select it first)

78

Ctrl+D

FormatFont

Brings up the Format + Font dialog

79

Alt + Shift + R

FormatHeaderFooterLink

Links the current header/footer to the previous section (but does not intercept the button on the Header Footer toolbar)

80

Alt O, P

FormatParagraph

Brings up the Format Paragraph dialog

81

Alt O, S

FormatStyle

Applies, creates, or modifies styles

82

Alt O, T

FormatTabs

Brings up the Format Tabs dialog

83

Shift + F5

GoBack

Returns to the previous insertion point (goes back to up to 3 points, then returns to where you started; this is one of the most useful shortcuts of them all. Also useful when opening a document, if you want to go straight to where you were last editing it)

84

Ctrl + >

GrowFont

Increases the font size of the selection

85

PURNACHANDRA RAO P

Ctrl +]

GrowFontOnePoint

Increases the font size of the selection by one point

86

Ctrl + T (or drag the ruler)

HangingIndent

Increases the hanging indent

87

F1

Help

Microsoft Word Help

88

Shift + F1

HelpTool

Lets you get help on a command or screen region or examine text properties

89

Ctrl + Shift + H

Hidden

Makes the selection hidden text (toggle)

90

Click on it

HyperlinkOpen

Connect to a hyperlink's address

91

Ctrl + M (or drag the ruler)

Indent

Moves the left indent to the next tab stop

92

Alt + Ctrl + M (or Alt I, M)

InsertAnnotation

Inserts a comment

93

F3

InsertAutoText

Replaces the name of the AutoText entry with its contents

94

PURNACHANDRA RAO P

Alt I, B

InsertBreak

Ends a page, column, or section at the insertion point

95

Alt I, C

InsertCaption

Inserts a caption above or below a selected object

96

Ctrl + Shift + Return

InsertColumnBreak

Inserts a column break at the insertion point

97

Alt + Shift + D

InsertDateField

Inserts a date field

98

Alt + Ctrl + D

InsertEndnoteNow

Inserts an endnote reference at the insertion point without displaying the dialog

99

Alt I, F

InsertField

Inserts a field in the active document

100

Ctrl+F9

InsertFieldChars

Inserts an empty field with the enclosing field characters

101

Alt I, L

InsertFile

Inserts the text of another file into the active document

102

Alt I, N

InsertFootnote

Inserts a footnote or endnote reference at the insertion point

103

Alt + Ctrl + F

InsertFootnoteNow

Inserts a footnote reference at the insertion point without displaying the dialog

104

Ctrl + K

InsertHyperlink

Insert Hyperlink

105

Alt I, D

InsertIndexAndTable s

Inserts an index or a table of contents, figures, or authorities into the document

106

Alt + Ctrl + L

InsertListNumField

Inserts a ListNum Field

107

Alt + Shift + F

InsertMergeField

Brings up a dialog to insert a mail merge field at the insertion point. (It does not intercept the button on the Mail merge. toolbar)

108

Ctrl + Return

InsertPageBreak

Inserts a page break at the insertion point

109

Alt + Shift + P

InsertPageField

Inserts a page number field

110

Ctrl + Shift + F3

InsertSpike

Empties the spike AutoText entry and inserts all of its contents into the document

111

PUERNACHANDRA RAO P

Alt + Shift + T

InsertTimeField

Inserts a time field

112

Ctrl + I

Italic

Makes the selection italic (toggle)

113

Ctrl + J

JustifyPara

Aligns the paragraph at both the left and the right indent

114

Ctrl + L

LeftPara

Aligns the paragraph at the left indent

115

Down arrow

LineDown

Moves the insertion point down one line

116

Shift + down arrow

LineDownExtend

Extends the selection down one line

117

Up arrow

LineUp

Moves the insertion point up one line

118

Shift + up arrow

LineUpExtend

Extends the selection up one line

119

Ctrl + F11

LockFields

Locks the selected fields to prevent updating

120

PUERNACHANDRA RAO P

Alt + Shift + K

MailMergeCheck

Checks for errors in a mail merge

121

Alt+Shift+E

MailMergeEditDataSource

Lets you edit a mail merge data source

122

Alt + Shift + N

MailMergeToDoc

Collects the results of the mail merge in a document

123

Alt Shift + M

MailMergeToPrinter

Sends the results of the mail merge to the printer

124

Alt + Shift + I

MarkCitation

Marks the text you want to include in the table of authorities

125

Alt + Shift + X

MarkIndexEntry

Marks the text you want to include in the index

126

Alt + Shift + O

MarkTableOfContents Entry

Inserts a TC field (but it is far better to use Heading Styles to generate your Table of Contents instead)

127

Alt or F10

MenuMode

Makes the menu bar active

128

Alt + Shift + F11

MicrosoftScriptEditor

Starts or switches to Microsoft Development Environment application, allowing you to view the HTML/XML source code that would be behind the

document if it were in ..htm format (or that is behind it if it already is in .htm format).

129

Alt + Ctrl + F1

MicrosoftSystemInfo

Execute the Microsoft System Info application

130

F2

MoveText

Moves the selection to a specified location without using the clipboard (press Return to execute the more)

131

Tab

NextCell

Moves to the next table cell

132

F11

NextField

Moves to the next field

133

Alt + F7

NextMisspelling

Find next spelling error

134

Alt + down arrow

NextObject

Moves to the next object on the page

135

Ctrl + F6

NextWindow

Switches to the next document window, equivalent to selecting a document from the Window menu.

136

Ctrl+Shift+N

NormalStyle

Applies the Normal style

137

Ctrl + 0

OpenOrCloseUpPara

Sets or removes extra spacing above the selected paragraph

138

F6

OtherPane

Switches to another window pane in Normal View (for instance, if you have if you have a Footnotes pane open in Normal view and want to switch to the main document and back without closing the pane).

139

Alt + _

OutlineCollapse

Collapses an Outline in Outline View by one level

140

Alt+Shift+rt arrow

OutlineDemote

Demotes the selected paragraphs one heading level

141

Alt + +

OutlineExpand

Expands an Outline in Outline View by one level

142

Alt+Shift+down arrow

OutlineMoveDown

Moves the selection below the next item in the outline

143

Alt+Shift+up arrow

OutlineMoveUp

Moves the selection above the previous item in the outline

144

Alt+Shift+left arrow

OutlinePromote

Promotes the selected paragraphs one heading level

145

Alt + Shift + L

OutlineShowFirstLine

Toggles between showing the first line of each paragraph only or showing all of the body text in the outline

146

Ins

Overtime

Toggles the typing mode between replacing and inserting

147

PgDn

PageDown

Moves the insertion point and document display to the next screen of text

148

Shift+ PgDn

PageDownExtend

Extends the selection and changes the document display to the next screen of text

149

PgUp

PageUp

Moves the insertion point and document display to the previous screen of text

150

Shift + PgUp

PageUpExtend

Extends the selection and changes the document display to the previous screen of text

151

Ctrl + down arrow

ParaDown

Moves the insertion point to the beginning of the next paragraph

152

Shift + Ctrl + down arrow

ParaDownExtend

Extends the selection to the beginning of the next paragraph

153

Ctrl + up arrow

ParaUp

Moves the insertion point to the beginning of the previous paragraph

154

Shift + Ctrl + up arrow

ParaUpExtend

Extends the selection to the beginning of the previous paragraph

155

Ctrl+Shift+V

PasteFormat

Applies the previously copied formatting to selection

156

Shift + Tab

PrevCell

Moves to the previous table cell

157

Shift + F11

PrevField

Moves to the previous field

158

Alt + up arrow

PrevObject

Moves to the previous object on the page

159

Ctrl + Shift + F6

PrevWindow

Switches back to the previous document window

160

Shift+F4

RepeatFind

Repeats Go To or Find to find the next occurrence

161

Ctrl+Spacebar

ResetChar

Makes the selection the default character format of the applied style

162

Ctrl+Q

ResetPara

Makes the selection the default paragraph format of the applied style

163

Ctrl +R

RightPara

Aligns the paragraph at the right indent

164

Ctrl + *

ShowAll

Shows/hides all nonprinting characters

165

Alt + Shift + A

ShowAllHeadings

Displays all of the heading levels and the body text in Outline View

166

Ctrl + <

ShrinkFont

Decreases the font size of the selection

167

Ctrl + [

ShrinkFontOnePoint

Decreases the font size of the selection by one point

168

Ctrl + Shift + K

SmallCaps

Makes the selection small capitals (toggle)

169

Ctrl + 1

SpacePara1

Sets the line spacing to single space

170

Ctrl + 5

SpacePara15

Sets the line spacing to one-and-one- half space

171

Ctrl + 2

SpacePara2

Sets the line spacing to double space

172

Ctrl + F3

Spike

Deletes the selection and adds it to the "Spike" AutoText entry (which allows you to move text and graphics from nonadjacent locations)

173

Alt + PgUp

StartOfColumn

Moves to the first cell in the current column

174

Ctrl+Shift+Home

StartOfDocExtend

Extends the selection to the beginning of the first line of the document

175

Ctrl + Home

StartOfDocument

Moves the insertion point to the beginning of the first line of the document

176

Home

StartOfLine

Moves the insertion point to the beginning of the current line

177

Shift+Home

StartOfLineExtend

Extends the selection to the beginning of the current line

178

Alt+Home

StartOfRow

Moves to the first cell in the current row

179

Alt+Ctrl+PgUp

StartOfWindow

Moves the insertion point to the beginning of the first visible line on the screen

180

Shift+ Alt+Ctrl+PgUp

StartOfWindowExtend

Extends the selection to the beginning of the first visible line on the screen

181

Strl + Shift + S

Style

Activates the Style drop-down on the Formatting toolbar

182

Ctrl + =

Subscript

Makes the selection subscript (toggle)

183

Ctrl + +

Superscript

Makes the selection superscript (toggle)

184

Ctrl + Shift + Q

SymbolFont

Applies the Symbol font to the selection

185

Alt A, F

TableAutoFormat

Applies a set of formatting to a table

186

Alt A, H

TableHeadings

Toggles table headings attribute on and off

187

Alt + click

(Alt + drag to select several)

TableSelectColumn

Selects the current column in a table

188

Click in left margin

TableSelectRow

Selects the current row in a table

189

PURNACHANDRA RAO P

Alt + double-click

TableSelectTable

Selects an entire table

190

Alt + Ctrl + U

TableUpdateAutoForm at

Updates the table formatting to match the applied Table Autoformat settings

191

Shift + F9 (Alt + F9 toggles all field codes on or off)

ToggleFieldDisplay

Shows the field codes or the results for the selection (toggle)

192

Alt T, C

ToolsCustomize

Allows you to customize the Word user interface (menus, keyboard and toolbars) and store the customizations in a template (defaults to Normal.dot, so be careful!)

193

Alt + F8

ToolsMacro

Runs, creates, deletes, or revises a macro

194

F7

ToolsProofing

Checks the spelling and grammar in the active document

195

Ctrl + Shift + E

ToolsRevisionMarksToggle

Toggles track changes for the active document

196

Shift + F7

ToolsThesaurus

Finds a synonym for the selected word

197

Ctrl+U

Underline

Formats the selection with a continuous underline (toggle)

198

Ctrl + Shift + T

(or drag the ruler)

UnHang

Decreases the hanging indent

199

Ctrl + Shift + M

(or drag the ruler)

UnIndent

Moves the left indent to the previous tab stop

200

Ctrl+Shift+F9

UnlinkFields

Permanently replaces the field codes with the results

201

Ctrl + Shift + F11

UnlockFields

Unlocks the selected fields for updating

202

F9

UpdateFields

Updates and displays the results of the selected fields

203

Ctrl + Shift + F7

UpdateSource

Copies the modified text of a linked file back to its source file

204

Hover over comment

ViewAnnotations

Show or hide the comment pane

205

Dbl-click the endnote reference

ViewEndnoteArea

If in Normal View, opens a pane for viewing and editing the endnote (toggle). If in Page/Print Layout View, switches from the body text to the endnote or vice versa

206

Alt + F9

ViewFieldCodes

Shows the field codes or results for all fields (toggle)

207

Dbl-click the footnote reference

ViewFootnoteArea

If in Normal View, opens a pane for viewing and editing the footnote (toggle). If in Page/Print Layout View, switches from the body text to the footnote or vice versa.

208

Alt V, F

ViewFootnotes

If in Normal View, opens a pane for viewing and editing footnotes and endnotes (toggle). If in Page/Print Layout View, switches from the body text to the footnotes/endnotes or vice versa.

209

Alt V, H

ViewHeader

Displays header in page layout view

210

Alt V, N

(or Alt + Ctrl + N)

ViewNormal

Changes the editing view to normal view

211

Alt V, O

(or Alt + Ctrl + O)

ViewOutline

Displays a document's outline

212

Alt V, P

(or Alt + Ctrl + P)

ViewPage

Displays the page more-or-less as it will be printed, and allows editing (In Word 2000 the menu item is called Print Layout, but fortunately the command hasn't changed).

213

Alt + F11

ViewVBCode

Shows the VB editing environment (Tools + Macro + Visual Basic Editor)

214

Alt + left arrow

WebGoBack

Backward hyperlink (useful if you clicked on a page number hyperlink in the table of contents and then want to return to the TOC)

215

Alt + rt arrow

WebGoForward

Forward hyperlink

216

Alt W, A

WindowArrangeAll

Arranges windows as non-overlapping tiles

217

Ctrl + left arrow

WordLeft

Moves the insertion point to the left one word

218

Shift + Ctrl + left arrow

WordLeftExtend

Extends the selection to the left one word

219

Ctrl + rt arrow

WordRight

Moves the insertion point to the right one word

220

Shift + Ctrl + rt arrow

WordRightExtend

Extends the selection to the right one word

221

Ctrl + Shift + W

Word Underline

Underlines the words but not the spaces in the selection (toggle