

**(A) MICROSOFT OFFICE BASICS****➡ Display and use windows**

| To do this                                                                                                                  | Press                |
|-----------------------------------------------------------------------------------------------------------------------------|----------------------|
| Switch to the next window.                                                                                                  | ALT+TAB              |
| Switch to the previous window.                                                                                              | ALT+SHIFT+TAB        |
| Close the active window.                                                                                                    | CTRL+W or<br>CTRL+F4 |
| Restore the size of the active window after you maximize it.                                                                | ALT+F5               |
| Move to a task pane from another pane in the program window (clockwise direction). You may need to press F6 more than once. | F6                   |
| Move to a task pane from another pane in the program window (counterclockwise direction).                                   | SHIFT+F6             |
| When more than one window is open, switch to the next window.                                                               | CTRL+F6              |
| Switch to the previous window.                                                                                              | CTRL+SHIFT+F6        |
| Maximize or restore a selected window.                                                                                      | CTRL+F10             |
| Copy a picture of the screen to the Clipboard.                                                                              | PRINT SCREEN         |
| Copy a picture of the selected window to the Clipboard.                                                                     | ALT+PRINT<br>SCREEN  |

**➡ Use dialog boxes**

| To do this                                                                                                               | Press                                            |
|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| Move from an open dialog box back to the document, for dialog boxes such as Find and Replace that support this behavior. | ALT+F6                                           |
| Move to the next option or option group.                                                                                 | TAB                                              |
| Move to the previous option or option group.                                                                             | SHIFT+TAB                                        |
| Switch to the next tab in a dialog box.                                                                                  | CTRL+TAB                                         |
| Switch to the previous tab in a dialog box.                                                                              | CTRL+SHIFT+TAB                                   |
| Move between options in an open drop-down list, or between options in a group of options.                                | Arrow keys                                       |
| Perform the action assigned to the selected button; select or clear the selected check box.                              | SPACEBAR                                         |
| Select an option; select or clear a check box.                                                                           | ALT+ the letter underlined in<br>an option       |
| Open a selected drop-down list.                                                                                          | ALT+DOWN ARROW                                   |
| Select an option from a drop-down list.                                                                                  | First letter of an option in a<br>drop-down list |
| Close a selected drop-down list; cancel a command and close a dialog box.                                                | ESC                                              |
| Run the selected command.                                                                                                | ENTER                                            |

### ➡ Use edit boxes within dialog boxes

An edit box is a blank in which you type or paste an entry, such as your user name or the path to a folder.

| To do this                                                     | Press                     |
|----------------------------------------------------------------|---------------------------|
| Move to the beginning of the entry.                            | HOME                      |
| Move to the end of the entry.                                  | END                       |
| Move one character to the left or right.                       | LEFT ARROW or RIGHT ARROW |
| Move one word to the left.                                     | CTRL+LEFT ARROW           |
| Move one word to the right.                                    | CTRL+RIGHT ARROW          |
| Select or unselect one character to the left.                  | SHIFT+LEFT ARROW          |
| Select or unselect one character to the right.                 | SHIFT+RIGHT ARROW         |
| Select or unselect one word to the left.                       | CTRL+SHIFT+LEFT ARROW     |
| Select or unselect one word to the right.                      | CTRL+SHIFT+RIGHT ARROW    |
| Select from the insertion point to the beginning of the entry. | SHIFT+HOME                |
| Select from the insertion point to the end of the entry.       | SHIFT+END                 |

### ➡ Use the Open and Save As dialog boxes

| To do this                                                                                                                                                | Press              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Display the Open dialog box.                                                                                                                              | CTRL+F12 or CTRL+O |
| Display the Save As dialog box.                                                                                                                           | F12                |
| Go to the previous folder.                                             | ALT+1              |
| Up One Level  button: Open the folder one level above the open folder. | ALT+2              |
| Delete  button: Delete the selected folder or file.                    | DELETE             |
| Create New Folder  button: Create a new folder.                        | ALT+4              |
| Views  button: Switch among available folder views.                    | ALT+5              |
| Display a shortcut menu for a selected item such as a folder or file.                                                                                     | SHIFT+F10          |
| Move between options or areas in the dialog box.                                                                                                          | TAB                |
| Open the Look in list.                                                                                                                                    | F4 or ALT+I        |
| Update the file list.                                                                                                                                     | F5                 |

### ➡ Undo and redo actions

| To do this                | Press  |
|---------------------------|--------|
| Cancel an action.         | ESC    |
| Undo an action.           | CTRL+Z |
| Redo or repeat an action. | CTRL+Y |

➡ Access and use task panes and galleries

| To do this                                                                                              | Press                |
|---------------------------------------------------------------------------------------------------------|----------------------|
| Move to a task pane from another pane in the program window. (You may need to press F6 more than once.) | F6                   |
| When a menu is active, move to a task pane. (You may need to press CTRL+TAB more than once.)            | CTRL+TAB             |
| When a task pane is active, select the next or previous option in the task pane.                        | TAB or SHIFT+TAB     |
| Display the full set of commands on the task pane menu.                                                 | CTRL+SPACEBAR        |
| Perform the action assigned to the selected button.                                                     | SPACEBAR or ENTER    |
| Open a drop-down menu for the selected gallery item.                                                    | SHIFT+F10            |
| Select the first or last item in a gallery.                                                             | HOME or END          |
| Scroll up or down in the selected gallery list.                                                         | PAGE UP or PAGE DOWN |

### CLOSE A TASK PANE

Press F6 to move to the task pane, if necessary.

Press CTRL+SPACEBAR.

Use the arrow keys to select Close, and then press ENTER.

### MOVE A TASK PANE

Press F6 to move to the task pane, if necessary.

Press CTRL+SPACEBAR.

Use the arrow keys to select Move, and then press ENTER.

Use the arrow keys to move the task pane, and then press ENTER.

### RESIZE A TASK PANE

Press F6 to move to the task pane, if necessary.

Press CTRL+SPACEBAR.

Use the arrow keys to select Size, and then press ENTER.

Use the arrow keys to resize the task pane, and then press ENTER.

➡ Access and use smart tags

| To do this                                                                                                                                                                                                                                                                                                                                                                               | Press         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Display the shortcut menu for the selected item.                                                                                                                                                                                                                                                                                                                                         | 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. | ALT+SHIFT+F10 |
| Select the next item on a smart tag menu.                                                                                                                                                                                                                                                                                                                                                | DOWN ARROW    |
| Select the previous item on a smart tag menu.                                                                                                                                                                                                                                                                                                                                            | UP ARROW      |
| Perform the action for the selected item on a smart tag menu.                                                                                                                                                                                                                                                                                                                            | ENTER         |
| Close the smart tag menu or message.                                                                                                                                                                                                                                                                                                                                                     | ESC           |

### TIPS

You can ask to be notified by a sound whenever a smart tag appears. To hear audio cues, you must have a sound card. You must also have Microsoft Office Sounds installed on your computer.

If you have access to the World Wide Web, you can download Microsoft Office Sounds from the Microsoft Office Online Web site. After you install the sound files, do the following in Microsoft Office Access 2007, Microsoft Office Excel 2007, Microsoft Office PowerPoint 2007, or Microsoft Office Word 2007:

Press ALT+F to open the menu under the Microsoft Office Button , and then press I to open Program Options.

Press A to select Advanced, and then press TAB to move to the Advanced Options for working with Program .

Press ALT+S twice to move to the Provide feedback with sound check box, which is under General, and then press SPACEBAR.

Press TAB repeatedly to select OK, and then press ENTER.

**Note** When you select or clear this check box, the setting affects all Office programs that support sound.

## (B) NAVIGATING THE OFFICE FLUENT RIBBON

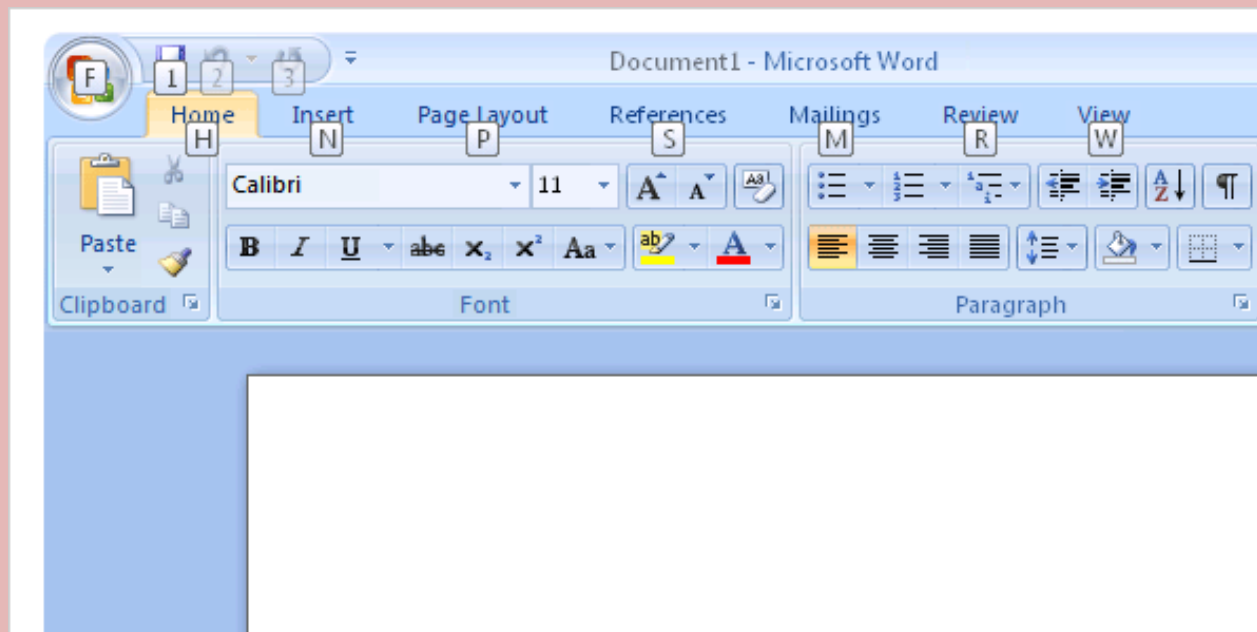
### ACCESS ANY COMMAND WITH A FEW KEYSTROKES

**Note** The Ribbon is a component of the Microsoft Office Fluent user interface.

Access keys provide a way to quickly use a command by pressing a few keys, no matter where you are in the program. Every command in Office Word 2007 can be accessed by using an access key. You can get to most commands by using two to five keystrokes. To use an access key:

Press ALT.

The KeyTips are displayed over each feature that is available in the current view.



The above image was excerpted from Training on Microsoft Office Online.

Press the letter shown in the Key Tip over the feature that you want to use.

Depending on which letter you press, you may be shown additional Key Tips. For example, if the Home tab is active and you press I, the Insert tab is displayed, along with the Key Tips for the groups on that tab.

Continue pressing letters until you press the letter of the command or control that you want to use. In some cases, you must first press the letter of the group that contains the command.

**Note** To cancel the action that you are taking and hide the Key Tips, press ALT.

**CHANGE THE KEYBOARD FOCUS WITHOUT USING THE MOUSE**

Another way to use the keyboard to work with programs that feature the Office Fluent Ribbon is to move the focus among the tabs and commands until you find the feature that you want to use. The following table lists some ways to move the keyboard focus without using the mouse.

| <b>To do this</b>                                                                                                                                                                        | <b>Press</b>                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <b>Select the active tab of the Ribbon and activate the access keys.</b>                                                                                                                 | ALT or F10. Press either of these keys again to move back to the document and cancel the access keys. |
| <b>Move to another tab of the Ribbon.</b>                                                                                                                                                | F10 to select the active tab, and then LEFT ARROW or RIGHT ARROW                                      |
| <b>Hide or show the Ribbon.</b>                                                                                                                                                          | CTRL+F1                                                                                               |
| <b>Display the shortcut menu for the selected command.</b>                                                                                                                               | SHIFT+F10                                                                                             |
| <b>Move the focus to select each of the following areas of the window:</b><br>Active tab of the Ribbon<br>Any open task panes<br>Status bar at the bottom of the window<br>Your document | F6                                                                                                    |
| <b>Move the focus to each command on the Ribbon, forward or backward, respectively.</b>                                                                                                  | TAB or SHIFT+TAB                                                                                      |
| <b>Move down, up, left, or right, respectively, among the items on the Ribbon.</b>                                                                                                       | DOWN ARROW, UP ARROW, LEFT ARROW, or RIGHT ARROW                                                      |
| <b>Activate the selected command or control on the Ribbon.</b>                                                                                                                           | SPACEBAR or ENTER                                                                                     |
| <b>Open the selected menu or gallery on the Ribbon.</b>                                                                                                                                  | SPACEBAR or ENTER                                                                                     |
| <b>Activate a command or control on the Ribbon so you can modify a value.</b>                                                                                                            | ENTER                                                                                                 |
| <b>Finish modifying a value in a control on the Ribbon, and move focus back to the document.</b>                                                                                         | ENTER                                                                                                 |
| <b>Get help on the selected command or control on the Ribbon. (If no Help topic is associated with the selected command, a general Help topic about the program is shown instead.)</b>   | F1                                                                                                    |

**(C) QUICK REFERENCE FOR MICROSOFT OFFICE WORD**

➡ Common tasks in Microsoft Office Word

| To do this                                | Press               |
|-------------------------------------------|---------------------|
| Create a nonbreaking space.               | CTRL+SHIFT+SPACEBAR |
| Create a nonbreaking hyphen.              | CTRL+HYPHEN         |
| Make letters bold.                        | CTRL+B              |
| Make letters italic.                      | CTRL+I              |
| Make letters underline.                   | CTRL+U              |
| Decrease font size one value.             | CTRL+SHIFT+<        |
| Increase font size one value.             | CTRL+SHIFT+>        |
| Decrease font size 1 point.               | CTRL+[              |
| Increase font size 1 point.               | CTRL+]              |
| Remove paragraph or character formatting. | CTRL+SPACEBAR       |
| Copy the selected text or object.         | CTRL+C              |
| Cut the selected text or object.          | CTRL+X              |
| Paste text or an object.                  | CTRL+V              |
| Paste special                             | CTRL+ALT+V          |
| Paste formatting only                     | CTRL+SHIFT+V        |
| Undo the last action.                     | CTRL+Z              |
| Redo the last action.                     | CTRL+Y              |
| Open the Word Count dialog box.           | CTRL+SHIFT+G        |

**(D) WORKING WITH DOCUMENTS AND WEB PAGES**

➡ Create, view, and save documents

| To do this                                                                     | Press       |
|--------------------------------------------------------------------------------|-------------|
| Create a new document of the same type as the current or most recent document. | CTRL+N      |
| Open a document.                                                               | CTRL+O      |
| Close a document.                                                              | CTRL+W      |
| Split the document window.                                                     | ALT+CTRL+S  |
| Remove the document window split.                                              | ALT+SHIFT+C |
| Save a document.                                                               | CTRL+S      |

– Find, replace, and browse through text

| To do this                                                                    | Press      |
|-------------------------------------------------------------------------------|------------|
| Find text, formatting, and special items.                                     | CTRL+F     |
| Repeat find (after closing Find and Replace window).                          | ALT+CTRL+Y |
| Replace text, specific formatting, and special items.                         | CTRL+H     |
| Go to a page, bookmark, footnote, table, comment, graphic, or other location. | CTRL+G     |
| Switch between the last four places that you have edited.                     | ALT+CTRL+Z |

|                                                                                                                                                          |                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| Open a list of browse options. Press the arrow keys to select an option, and then press ENTER to browse through a document by using the selected option. | ALT+CTRL+HOME                           |
| Move to the previous edit location.                                                                                                                      | CTRL+PAGE UP                            |
| Move to the next edit location.                                                                                                                          | CTRL+PAGE DOWN                          |
|  Switch to another view                                                 |                                         |
| <b>To do this</b>                                                                                                                                        | <b>Press</b>                            |
| Switch to Print Layout view.                                                                                                                             | ALT+CTRL+P                              |
| Switch to Outline view.                                                                                                                                  | ALT+CTRL+O                              |
| Switch to Draft view.                                                                                                                                    | ALT+CTRL+N                              |
|  Outline view                                                           |                                         |
| <b>To do this</b>                                                                                                                                        | <b>Press</b>                            |
| Promote a paragraph.                                                                                                                                     | ALT+SHIFT+LEFT ARROW                    |
| Demote a paragraph.                                                                                                                                      | ALT+SHIFT+RIGHT ARROW                   |
| Demote to body text.                                                                                                                                     | CTRL+SHIFT+N                            |
| Move selected paragraphs up.                                                                                                                             | ALT+SHIFT+UP ARROW                      |
| Move selected paragraphs down.                                                                                                                           | ALT+SHIFT+DOWN ARROW                    |
| Expand text under a heading.                                                                                                                             | ALT+SHIFT+PLUS SIGN                     |
| Collapse text under a heading.                                                                                                                           | ALT+SHIFT+MINUS SIGN                    |
| Expand or collapse all text or headings.                                                                                                                 | ALT+SHIFT+A                             |
| Hide or display character formatting.                                                                                                                    | The slash (/) key on the numeric keypad |
| Show the first line of body text or all body text.                                                                                                       | ALT+SHIFT+L                             |
| Show all headings with the Heading 1 style.                                                                                                              | ALT+SHIFT+1                             |
| Show all headings up to Heading n.                                                                                                                       | ALT+SHIFT+n                             |
| Insert a tab character.                                                                                                                                  | CTRL+TAB                                |
|  Print and preview documents                                          |                                         |
| <b>To do this</b>                                                                                                                                        | <b>Press</b>                            |
| Print a document.                                                                                                                                        | CTRL+P                                  |
| Switch in or out of print preview.                                                                                                                       | ALT+CTRL+I                              |
| Move around the preview page when zoomed in.                                                                                                             | Arrow keys                              |
| Move by one preview page when zoomed out.                                                                                                                | PAGE UP or PAGE DOWN                    |
| Move to the first preview page when zoomed out.                                                                                                          | CTRL+HOME                               |
| Move to the last preview page when zoomed out.                                                                                                           | CTRL+END                                |

➡ Review documents

| To do this                              | Press        |
|-----------------------------------------|--------------|
| Insert a comment.                       | ALT+CTRL+M   |
| Turn change tracking on or off.         | CTRL+SHIFT+E |
| Close the Reviewing Pane if it is open. | ALT+SHIFT+C  |

➡ Full Screen Reading view

Note Some screen readers may not be compatible with Full Screen Reading view.

| To do this                   | Press    |
|------------------------------|----------|
| Go to beginning of document. | HOME     |
| Go to end of document.       | END      |
| Go to page n.                | n, ENTER |
| Exit reading layout view.    | ESC      |

➡ References, footnotes, and endnotes

| To do this                                    | Press       |
|-----------------------------------------------|-------------|
| Mark a table of contents entry.               | ALT+SHIFT+O |
| Mark a table of authorities entry (citation). | ALT+SHIFT+I |
| Mark an index entry.                          | ALT+SHIFT+X |
| Insert a footnote.                            | ALT+CTRL+F  |
| Insert an endnote.                            | ALT+CTRL+D  |

➡ Work with Web pages

| To do this           | Press           |
|----------------------|-----------------|
| Insert a hyperlink.  | CTRL+K          |
| Go back one page.    | ALT+LEFT ARROW  |
| Go forward one page. | ALT+RIGHT ARROW |
| Refresh.             | F9              |

## (E) EDIT AND MOVE TEXT AND GRAPHICS

➡ Delete text and graphics

| To do this                         | Press          |
|------------------------------------|----------------|
| Delete one character to the left.  | BACKSPACE      |
| Delete one word to the left.       | CTRL+BACKSPACE |
| Delete one character to the right. | DELETE         |
| Delete one word to the right.      | CTRL+DELETE    |

|                                                                                                                                |                                                           |
|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| Cut selected text to the Office Clipboard.                                                                                     | CTRL+X                                                    |
| Undo the last action.                                                                                                          | CTRL+Z                                                    |
| Cut to the Spike.                                                                                                              | CTRL+F3                                                   |
|  Copy and move text and graphics              |                                                           |
| <b>To do this</b>                                                                                                              | <b>Press</b>                                              |
| Open the Office Clipboard                                                                                                      | Press ALT+H to move to the Home tab, and then press F,O.  |
| Copy selected text or graphics to the Office Clipboard.                                                                        | CTRL+C                                                    |
| Cut selected text or graphics to the Office Clipboard.                                                                         | CTRL+X                                                    |
| Paste the most recent addition to the Office Clipboard.                                                                        | CTRL+V                                                    |
| Move text or graphics once.                                                                                                    | F2 (then move the cursor and press ENTER)                 |
| Copy text or graphics once.                                                                                                    | SHIFT+F2 (then move the cursor and press ENTER)           |
| When text or an object is selected, open the Create New Building Block dialog box.                                             | ALT+F3                                                    |
| When the building block — for example, a SmartArt graphic — is selected, display the shortcut menu that is associated with it. | SHIFT+F10                                                 |
| Cut to the Spike.                                                                                                              | CTRL+F3                                                   |
| Paste the Spike contents.                                                                                                      | CTRL+SHIFT+F3                                             |
| Copy the header or footer used in the previous section of the document.                                                        | ALT+SHIFT+R                                               |
|  Insert special characters                  |                                                           |
| <b>To insert this</b>                                                                                                          | <b>Press</b>                                              |
| A field                                                                                                                        | CTRL+F9                                                   |
| A line break                                                                                                                   | SHIFT+ENTER                                               |
| A page break                                                                                                                   | CTRL+ENTER                                                |
| A column break                                                                                                                 | CTRL+SHIFT+ENTER                                          |
| An em dash                                                                                                                     | ALT+CTRL+MINUS SIGN                                       |
| An en dash                                                                                                                     | CTRL+MINUS SIGN                                           |
| An optional hyphen                                                                                                             | CTRL+HYPHEN                                               |
| A nonbreaking hyphen                                                                                                           | CTRL+SHIFT+HYPHEN                                         |
| A nonbreaking space                                                                                                            | CTRL+SHIFT+SPACEBAR                                       |
| The copyright symbol                                                                                                           | ALT+CTRL+C                                                |
| The registered trademark symbol                                                                                                | ALT+CTRL+R                                                |
| The trademark symbol                                                                                                           | ALT+CTRL+T                                                |
| An ellipsis                                                                                                                    | ALT+CTRL+PERIOD                                           |
| A single opening quotation mark                                                                                                | CTRL+`(single quotation mark), `(single quotation mark)   |
| A single closing                                                                                                               | CTRL+' (single quotation mark), ' (single quotation mark) |

|                                       |                                                                                                           |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>quotation mark</b>                 |                                                                                                           |
| <b>Double opening quotation marks</b> | CTRL+` (single quotation mark), SHIFT+' (single quotation mark)                                           |
| <b>Double closing quotation marks</b> | CTRL+' (single quotation mark), SHIFT+' (single quotation mark)                                           |
| <b>An AutoText entry</b>              | ENTER (after you type the first few characters of the AutoText entry name and when the ScreenTip appears) |

➡ Insert characters by using character codes

| To do this                                                                                                                                                                                      | Press                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| <b>Insert the Unicode character for the specified Unicode (hexadecimal) character code. For example, to insert the euro currency symbol (€), type 20AC, and then hold down ALT and press X.</b> | The character code, ALT+X                      |
| <b>Find out the Unicode character code for the selected character</b>                                                                                                                           | ALT+X                                          |
| <b>Insert the ANSI character for the specified ANSI (decimal) character code. For example, to insert the euro currency symbol, hold down ALT and press 0128 on the numeric keypad.</b>          | ALT+the character code (on the numeric keypad) |

## SELECT TEXT AND GRAPHICS

Select text by holding down SHIFT and using the arrow keys to move the cursor.

➡ Extend a selection

| To do this                                            | Press                                                                   |
|-------------------------------------------------------|-------------------------------------------------------------------------|
| <b>Turn extend mode on.</b>                           | F8                                                                      |
| <b>Select the nearest character.</b>                  | F8, and then press LEFT ARROW or RIGHT ARROW                            |
| <b>Increase the size of a selection.</b>              | F8 (press once to select a word, twice to select a sentence, and so on) |
| <b>Reduce the size of a selection.</b>                | SHIFT+F8                                                                |
| <b>Turn extend mode off.</b>                          | ESC                                                                     |
| <b>Extend a selection one character to the right.</b> | SHIFT+RIGHT ARROW                                                       |
| <b>Extend a selection one character to the left.</b>  | SHIFT+LEFT ARROW                                                        |
| <b>Extend a selection to the end of a word.</b>       | CTRL+SHIFT+RIGHT ARROW                                                  |
| <b>Extend a selection to the beginning of a word.</b> | CTRL+SHIFT+LEFT ARROW                                                   |
| <b>Extend a selection to the end of a line.</b>       | SHIFT+END                                                               |
| <b>Extend a selection to the beginning of a line.</b> | SHIFT+HOME                                                              |
| <b>Extend a selection one line down.</b>              | SHIFT+DOWN ARROW                                                        |
| <b>Extend a selection one line up.</b>                | SHIFT+UP ARROW                                                          |
| <b>Extend a selection to the end of a</b>             | CTRL+SHIFT+DOWN ARROW                                                   |

|                                                          |                                                                                |
|----------------------------------------------------------|--------------------------------------------------------------------------------|
| paragraph.                                               |                                                                                |
| Extend a selection to the beginning of a paragraph.      | CTRL+SHIFT+UP ARROW                                                            |
| Extend a selection one screen down.                      | SHIFT+PAGE DOWN                                                                |
| Extend a selection one screen up.                        | SHIFT+PAGE UP                                                                  |
| Extend a selection to the beginning of a document.       | CTRL+SHIFT+HOME                                                                |
| Extend a selection to the end of a document.             | CTRL+SHIFT+END                                                                 |
| Extend a selection to the end of a window.               | ALT+CTRL+SHIFT+PAGE DOWN                                                       |
| Extend a selection to include the entire document.       | CTRL+A                                                                         |
| Select a vertical block of text.                         | CTRL+SHIFT+F8, and then use the arrow keys; press ESC to cancel selection mode |
| Extend a selection to a specific location in a document. | F8+arrow keys; press ESC to cancel selection mode<br>]                         |

➡ Select text and graphics in a table

| To do this                            | Press                                                                                                                                                                                                                                      |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Select the next cell's contents.      | TAB                                                                                                                                                                                                                                        |
| Select the preceding cell's contents. | SHIFT+TAB                                                                                                                                                                                                                                  |
| Extend a selection to adjacent cells. | Hold down SHIFT and press an arrow key repeatedly                                                                                                                                                                                          |
| Select a column.                      | Use the arrow keys to move to the column's top or bottom cell, and then do one of the following:<br>Press SHIFT+ALT+PAGE DOWN to select the column from top to bottom.<br>Press SHIFT+ALT+PAGE UP to select the column from bottom to top. |
| Extend a selection (or block).        | CTRL+SHIFT+F8, and then use the arrow keys; press ESC to cancel selection mode                                                                                                                                                             |
| Select an entire table.               | ALT+5 on the numeric keypad (with NUM LOCK off)                                                                                                                                                                                            |

➡ Move through your document

| To move                    | Press            |
|----------------------------|------------------|
| One character to the left  | LEFT ARROW       |
| One character to the right | RIGHT ARROW      |
| One word to the left       | CTRL+LEFT ARROW  |
| One word to the right      | CTRL+RIGHT ARROW |
| One paragraph up           | CTRL+UP ARROW    |
| One paragraph down         | CTRL+DOWN ARROW  |

|                                                                                                                                     |                      |
|-------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| One cell to the left (in a table)                                                                                                   | SHIFT+TAB            |
| One cell to the right (in a table)                                                                                                  | TAB                  |
| Up one line                                                                                                                         | UP ARROW             |
| Down one line                                                                                                                       | DOWN ARROW           |
| To the end of a line                                                                                                                | END                  |
| To the beginning of a line                                                                                                          | HOME                 |
| To the top of the window                                                                                                            | ALT+CTRL+PAGE UP     |
| To the end of the window                                                                                                            | ALT+CTRL+PAGE DOWN   |
| Up one screen (scrolling)                                                                                                           | PAGE UP              |
| Down one screen (scrolling)                                                                                                         | PAGE DOWN            |
| To the top of the next page                                                                                                         | CTRL+PAGE DOWN       |
| To the top of the previous page                                                                                                     | CTRL+PAGE UP         |
| To the end of a document                                                                                                            | CTRL+END             |
| To the beginning of a document                                                                                                      | CTRL+HOME            |
| To a previous revision                                                                                                              | SHIFT+F5             |
| After opening a document, to the location you were working in when the document was last closed                                     | SHIFT+F5             |
|  Move around in a table                            |                      |
| <b>To move</b>                                                                                                                      | <b>Press</b>         |
| To the next cell in a row                                                                                                           | TAB                  |
| To the previous cell in a row                                                                                                       | SHIFT+TAB            |
| To the first cell in a row                                                                                                          | ALT+HOME             |
| To the last cell in a row                                                                                                           | ALT+END              |
| To the first cell in a column                                                                                                       | ALT+PAGE UP          |
| To the last cell in a column                                                                                                        | ALT+PAGE DOWN        |
| To the previous row                                                                                                                 | UP ARROW             |
| To the next row                                                                                                                     | DOWN ARROW           |
| One row up                                                                                                                          | ALT+SHIFT+UP ARROW   |
| One row down                                                                                                                        | ALT+SHIFT+DOWN ARROW |
|  Insert paragraphs and tab characters in a table |                      |
| <b>To insert</b>                                                                                                                    | <b>Press</b>         |
| New paragraphs in a cell                                                                                                            | ENTER                |
| Tab characters in a cell                                                                                                            | CTRL+TAB             |

### USE OVERTYPE MODE

To change the overtype settings so that you can access overtype mode by pressing INSERT, do the following:

Press ALT+F to open the menu under the Microsoft Office Button , and then press I to open Word Options.

Press A to select ADVANCED, and then press TAB.

Press ALT+O to move to the Use the Insert key to control overtype mode check box.

Press SPACEBAR to select the check box, and then press ENTER.

To turn overtype mode on or off, press INSERT.

#### Character and paragraph formatting

##### ➡ Copy formatting

| To do this                       | Press        |
|----------------------------------|--------------|
| Copy formatting from text.       | CTRL+SHIFT+C |
| Apply copied formatting to text. | CTRL+SHIFT+V |

##### ➡ Change or resize the font

| To do this                                   | Press        |
|----------------------------------------------|--------------|
| Open the Font dialog box to change the font. | CTRL+SHIFT+F |
| Increase the font size.                      | CTRL+SHIFT+> |
| Decrease the font size.                      | CTRL+SHIFT+< |
| Increase the font size by 1 point.           | CTRL+]       |
| Decrease the font size by 1 point.           | CTRL+[       |

##### ➡ Apply character formats

| To do this                                                       | Press        |
|------------------------------------------------------------------|--------------|
| Open the Font dialog box to change the formatting of characters. | CTRL+D       |
| Change the case of letters.                                      | SHIFT+F3     |
| Format all letters as capitals.                                  | CTRL+SHIFT+A |
| Apply bold formatting.                                           | CTRL+B       |
| Apply an underline.                                              | CTRL+U       |
| Underline words but not spaces.                                  | CTRL+SHIFT+W |
| Double-underline text.                                           | CTRL+SHIFT+D |
| Apply hidden text formatting.                                    | CTRL+SHIFT+H |
| Apply italic formatting.                                         | CTRL+I       |

|                                                                                                              |                                                                       |
|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| Format letters as small capitals.                                                                            | CTRL+SHIFT+K                                                          |
| Apply subscript formatting (automatic spacing).                                                              | CTRL+EQUAL SIGN                                                       |
| Apply superscript formatting (automatic spacing).                                                            | CTRL+SHIFT+PLUS SIGN                                                  |
| Remove manual character formatting.                                                                          | CTRL+SPACEBAR                                                         |
| Change the selection to the Symbol font.                                                                     | CTRL+SHIFT+Q                                                          |
|  View and copy text formats |                                                                       |
| <b>To do this</b>                                                                                            | <b>Press</b>                                                          |
| Display nonprinting characters.                                                                              | CTRL+SHIFT+* (asterisk on numeric keypad does not work)               |
| Review text formatting.                                                                                      | SHIFT+F1 (then click the text with the formatting you want to review) |
| Copy formats.                                                                                                | CTRL+SHIFT+C                                                          |
| Paste formats.                                                                                               | CTRL+SHIFT+V                                                          |
|  Set the line spacing       |                                                                       |
| <b>To do this</b>                                                                                            | <b>Press</b>                                                          |
| Single-space lines.                                                                                          | CTRL+1                                                                |
| Double-space lines.                                                                                          | CTRL+2                                                                |
| Set 1.5-line spacing.                                                                                        | CTRL+5                                                                |
| Add or remove one line space preceding a paragraph.                                                          | CTRL+0 (zero)                                                         |
|  Align paragraphs         |                                                                       |
| <b>To do this</b>                                                                                            | <b>Press</b>                                                          |
| Switch a paragraph between centered and left-aligned.                                                        | CTRL+E                                                                |
| Switch a paragraph between justified and left-aligned.                                                       | CTRL+J                                                                |
| Switch a paragraph between right-aligned and left-aligned.                                                   | CTRL+R                                                                |
| Left align a paragraph.                                                                                      | CTRL+L                                                                |
| Indent a paragraph from the left.                                                                            | CTRL+M                                                                |
| Remove a paragraph indent from the left.                                                                     | CTRL+SHIFT+M                                                          |
| Create a hanging indent.                                                                                     | CTRL+T                                                                |
| Reduce a hanging indent.                                                                                     | CTRL+SHIFT+T                                                          |
| Remove paragraph formatting.                                                                                 | CTRL+Q                                                                |
|  Apply paragraph styles   |                                                                       |
| <b>To do this</b>                                                                                            | <b>Press</b>                                                          |
| Open Apply Styles task pane.                                                                                 | CTRL+SHIFT+S                                                          |
| Open Styles task pane.                                                                                       | ALT+CTRL+SHIFT+S                                                      |
| Start AutoFormat.                                                                                            | ALT+CTRL+K                                                            |
| Apply the Normal style.                                                                                      | CTRL+SHIFT+N                                                          |
| Apply the Heading 1 style.                                                                                   | ALT+CTRL+1                                                            |
| Apply the Heading 2 style.                                                                                   | ALT+CTRL+2                                                            |
| Apply the Heading 3 style.                                                                                   | ALT+CTRL+3                                                            |

### CLOSE THE STYLES TASK PANE

If the Styles task pane is not selected, press F6 to select it.

Press CTRL+SPACEBAR.

Use the arrow keys to select Close, and then press ENTER.

Insert and edit objects

### INSERT AN OBJECT

Press ALT, N, J, and then J to open the Object dialog box.

Do one of the following.

Press DOWN ARROW to select an object type, and then press ENTER to create an object.

Press CTRL+TAB to switch to the Create from File tab, and then type the file name of the object that you want to insert or browse to the file.

### EDIT AN OBJECT

With the cursor positioned to the left of the object in your document, select the object by pressing SHIFT+RIGHT ARROW.

Press SHIFT+F10.

Press the TAB key to get to Object name Object, press ENTER, and then press ENTER again.

### INSERT SMARTART GRAPHICS

Press and release ALT, N, and then M to select SmartArt.

Press the arrow keys to select the type of graphic that you want.

Press TAB, and then press the arrow keys to select the graphic that you want to insert.

Press ENTER.

### INSERT WORDART

Press and release ALT, N, and then W to select WordArt.

Press the arrow keys to select the WordArt style that you want, and then press ENTER.

Type the text that you want.

Press TAB, and then press ENTER.

### ➡ Perform a mail merge

Note You must be on the Mailings tab to use these keyboard shortcuts.

| To do this                       | Press       |
|----------------------------------|-------------|
| Preview a mail merge.            | ALT+SHIFT+K |
| Merge a document.                | ALT+SHIFT+N |
| Print the merged document.       | ALT+SHIFT+M |
| Edit a mail-merge data document. | ALT+SHIFT+E |
| Insert a merge field.            | ALT+SHIFT+F |

### ➡ Work with fields

| To do this                                                                    | Press          |
|-------------------------------------------------------------------------------|----------------|
| Insert a DATE field.                                                          | ALT+SHIFT+D    |
| Insert a LISTNUM field.                                                       | ALT+CTRL+L     |
| Insert a PAGE field.                                                          | ALT+SHIFT+P    |
| Insert a TIME field.                                                          | ALT+SHIFT+T    |
| Insert an empty field.                                                        | CTRL+F9        |
| Update linked information in a Microsoft Office Word source document.         | CTRL+SHIFT+F7  |
| Update selected fields.                                                       | F9             |
| Unlink a field.                                                               | CTRL+SHIFT+F9  |
| Switch between a selected field code and its result.                          | SHIFT+F9       |
| Switch between all field codes and their results.                             | ALT+F9         |
| Run GOTOBUTTON or MACROBUTTON from the field that displays the field results. | ALT+SHIFT+F9   |
| Go to the next field.                                                         | F11            |
| Go to the previous field.                                                     | SHIFT+F11      |
| Lock a field.                                                                 | CTRL+F11       |
| Unlock a field.                                                               | CTRL+SHIFT+F11 |

Language bar

### ➡ Handwriting recognition

| To do this                                                         | Press                                                                                    |
|--------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Switch between languages or keyboard layouts.                      | Left ALT+SHIFT                                                                           |
| Display a list of correction alternatives.                         |  +C |
| Turn handwriting on or off.                                        |  +H |
| Turn Japanese Input Method Editor (IME) on 101 keyboard on or off. | ALT+~                                                                                    |
| Turn Korean IME on 101 keyboard on or off.                         | Right ALT                                                                                |
| Turn Chinese IME on 101 keyboard on or off.                        | CTRL+SPACEBAR                                                                            |

### TIPS

you can choose the key combination for switching between languages or keyboard layouts in the advanced key setting dialog box. to open the advanced key setting dialog box, right-click the language bar, and then click settings. under preferences, click key settings.

the windows logo key  is available on the bottom row of keys on most keyboards.

### (F) FUNCTION KEY REFERENCE

➡ Function keys

| To do this                                                                                                                                 | Press |
|--------------------------------------------------------------------------------------------------------------------------------------------|-------|
| Get Help or visit Microsoft Office Online.                                                                                                 | F1    |
| Move text or graphics.                                                                                                                     | F2    |
| Repeat the last action.                                                                                                                    | F4    |
| Choose the Go To command (Home tab).                                                                                                       | F5    |
| Go to the next pane or frame.                                                                                                              | F6    |
| Choose the Spelling command (Review tab).                                                                                                  | F7    |
| Extend a selection.                                                                                                                        | F8    |
| Update the selected fields.                                                                                                                | F9    |
| Show KeyTips.                                                                                                                              | F10   |
| Go to the next field.                                                                                                                      | F11   |
| Choose the Save As command (Microsoft Office Button  ). | F12   |

➡ SHIFT+Function key

| To do this                                                                                                                              | Press     |
|-----------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Start context-sensitive Help or reveal formatting.                                                                                      | SHIFT+F1  |
| Copy text.                                                                                                                              | SHIFT+F2  |
| Change the case of letters.                                                                                                             | SHIFT+F3  |
| Repeat a Find or Go To action.                                                                                                          | SHIFT+F4  |
| Move to the last change.                                                                                                                | SHIFT+F5  |
| Go to the previous pane or frame (after pressing F6).                                                                                   | SHIFT+F6  |
| Choose the Thesaurus command (Review tab, Proofing group).                                                                              | SHIFT+F7  |
| Shrink a selection.                                                                                                                     | SHIFT+F8  |
| Switch between a field code and its result.                                                                                             | SHIFT+F9  |
| Display a shortcut menu.                                                                                                                | SHIFT+F10 |
| Go to the previous field.                                                                                                               | SHIFT+F11 |
| Choose the Save command (Microsoft Office Button  ). | SHIFT+F12 |

### ➡ CTRL+Function key

| To do this                                                                                                                                     | Press    |
|------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Choose the Print Preview command (Microsoft Office Button  ). | CTRL+F2  |
| Cut to the Spike.                                                                                                                              | CTRL+F3  |
| Close the window.                                                                                                                              | CTRL+F4  |
| Go to the next window.                                                                                                                         | CTRL+F6  |
| Insert an empty field.                                                                                                                         | CTRL+F9  |
| Maximize the document window.                                                                                                                  | CTRL+F10 |
| Lock a field.                                                                                                                                  | CTRL+F11 |
| Choose the Open command (Microsoft Office Button  ).          | CTRL+F12 |

### ➡ CTRL+SHIFT+Function key

| To do this                                                                                                                               | Press                                      |
|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| Insert the contents of the Spike.                                                                                                        | CTRL+SHIFT+F3                              |
| Edit a bookmark.                                                                                                                         | CTRL+SHIFT+F5                              |
| Go to the previous window.                                                                                                               | CTRL+SHIFT+F6                              |
| Update linked information in an Office Word 2007 source document.                                                                        | CTRL+SHIFT+F7                              |
| Extend a selection or block.                                                                                                             | CTRL+SHIFT+F8, and then press an arrow key |
| Unlink a field.                                                                                                                          | CTRL+SHIFT+F9                              |
| Unlock a field.                                                                                                                          | CTRL+SHIFT+F11                             |
| Choose the Print command (Microsoft Office Button  ). | CTRL+SHIFT+F12                             |

### ➡ ALT+Function key

| To do this                                                                                                               | Press   |
|--------------------------------------------------------------------------------------------------------------------------|---------|
| Go to the next field.                                                                                                    | ALT+F1  |
| Create a new Building Block.                                                                                             | ALT+F3  |
| Exit Office Word 2007.                                                                                                   | ALT+F4  |
| Restore the program window size.                                                                                         | ALT+F5  |
| Move from an open dialog box back to the document, for dialog boxes such as Find and Replace that support this behavior. | ALT+F6  |
| Find the next misspelling or grammatical error.                                                                          | ALT+F7  |
| Run a macro.                                                                                                             | ALT+F8  |
| Switch between all field codes and their results.                                                                        | ALT+F9  |
| Maximize the program window.                                                                                             | ALT+F10 |
| Display Microsoft Visual Basic code.                                                                                     | ALT+F11 |

➡ ALT+SHIFT+Function key

| To do this                                                                                                                            | Press         |
|---------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Go to the previous field.                                                                                                             | ALT+SHIFT+F1  |
| Choose the Save command (Microsoft Office Button  ). | ALT+SHIFT+F2  |
| Display the Research task pane.                                                                                                       | ALT+SHIFT+F7  |
| Run GOTO BUTTON or MACRO BUTTON from the field that displays the field results.                                                       | ALT+SHIFT+F9  |
| Display a menu or message for a smart tag.                                                                                            | ALT+SHIFT+F10 |

➡ CTRL+ALT+Function key

| To do this                                                                                                                            | Press       |
|---------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Display Microsoft System Information.                                                                                                 | CTRL+ALT+F1 |
| Choose the Open command (Microsoft Office Button  ). | CTRL+ALT+F2 |