

S.No.	Name with Shortcut	
1	<i>All Caps</i>	CTRL+SHIFT+A
2	<i>Annotation</i>	ALT+CTRL+M
3	<i>App Maximize</i>	ALT+F10
4	<i>App Restore</i>	ALT+F5
5	<i>Apply Heading1</i>	ALT+CTRL+1
6	<i>Apply Heading2</i>	ALT+CTRL+2
7	<i>Apply Heading3</i>	ALT+CTRL+3
8	<i>Apply List Bullet</i>	CTRL+SHIFT+L
9	<i>Auto Format</i>	ALT+CTRL+K
10	<i>Auto Text</i>	F3 or ALT+CTRL+V
11	<i>Bold</i>	CTRL+B or CTRL+SHIFT+B
12	<i>Bookmark</i>	CTRL+SHIFT+F5
13	<i>Browse Next</i>	CTRL+PAGE DOWN
14	<i>Browse Previous</i>	CTRL+PAGE UP
15	<i>Browse Sel</i>	ALT+CTRL+HOME
16	<i>Cancel</i>	ESC
17	<i>Center Para</i>	CTRL+E
18	<i>Change Case</i>	SHIFT+F3
19	<i>Char Left</i>	LEFT
20	<i>Char Left Extend</i>	SHIFT+LEFT
21	<i>Char Right</i>	RIGHT
22	<i>Char Right Extend</i>	SHIFT+RIGHT
23	<i>Clear</i>	DELETE
24	<i>Close or Exit</i>	ALT+F4
25	<i>Close Pane</i>	ALT+SHIFT+C
26	<i>Column Break</i>	CTRL+SHIFT+ENTER
27	<i>Column Select</i>	CTRL+SHIFT+F8
28	<i>Copy</i>	CTRL+C or CTRL+INSERT
29	<i>Copy Format</i>	CTRL+SHIFT+C
30	<i>Copy Text</i>	SHIFT+F2
31	<i>Create Auto Text</i>	ALT+F3
32	<i>Customize Add Menu</i>	ALT+CTRL+=
33	<i>Customize Keyboard</i>	ALT+CTRL+NUM +
34	<i>Customize Remove Menu</i>	ALT+CTRL+-
35	<i>Cut</i>	CTRL+X or SHIFT+DELETE
36	<i>Date Field</i>	ALT+SHIFT+D
37	<i>Delete Back Word</i>	CTRL+BACKSPACE
38	<i>Delete Word</i>	CTRL+DELETE
39	<i>Dictionary</i>	ALT+SHIFT+F7
40	<i>Do Field Click</i>	ALT+SHIFT+F9
41	<i>Doc Close</i>	CTRL+W or CTRL+F4

42	<i>Doc Maximize</i>	CTRL+F10
43	<i>Doc Move</i>	CTRL+F7
44	<i>Doc Restore</i>	CTRL+F5
45	<i>Doc Size</i>	CTRL+F8
46	<i>Doc Split</i>	ALT+CTRL+S
47	<i>Double Underline</i>	CTRL+SHIFT+D
48	<i>End of Column</i>	ALT+PAGE DOWN
49	<i>End of Column</i>	ALT+SHIFT+PAGE DOWN
50	<i>End of Doc Extend</i>	CTRL+SHIFT+END
51	<i>End of Document</i>	CTRL+END
52	<i>End of Line</i>	END
53	<i>End of Line Extend</i>	SHIFT+END
54	<i>End of Row</i>	ALT+END
55	<i>End of Row</i>	ALT+SHIFT+END
56	<i>End of Window</i>	ALT+CTRL+PAGE DOWN
57	<i>End of Window Extend</i>	ALT+CTRL+SHIFT+PAGE DOWN
58	<i>Endnote Now</i>	ALT+CTRL+D
59	<i>Extend Selection</i>	F8
60	<i>Field Chars</i>	CTRL+F9
61	<i>Field Codes</i>	ALT+F9
62	<i>Find</i>	CTRL+F
63	<i>Font</i>	CTRL+D or CTRL+SHIFT+F
64	<i>Font Size Select</i>	CTRL+SHIFT+P
65	<i>Footnote Now</i>	ALT+CTRL+F
66	<i>Go Back</i>	SHIFT+F5 or ALT+CTRL+Z
67	<i>Go To</i>	CTRL+G or F5
68	<i>Grow Font</i>	CTRL+SHIFT+.
69	<i>Grow Font One Point</i>	CTRL+]
70	<i>Hanging Indent</i>	CTRL+T
71	<i>Header Footer Link</i>	ALT+SHIFT+R
72	<i>Help</i>	F1
73	<i>Hidden</i>	CTRL+SHIFT+H
74	<i>Hyperlink</i>	CTRL+K
75	<i>Indent</i>	CTRL+M
76	<i>Italic</i>	CTRL+I or CTRL+SHIFT+I
77	<i>Justify Para</i>	CTRL+J
78	<i>Left Para</i>	CTRL+L
79	<i>Line Down</i>	DOWN
80	<i>Line Down Extend</i>	SHIFT+DOWN
81	<i>Line Up</i>	UP
82	<i>Line Up Extend</i>	SHIFT+UP
83	<i>List Num Field</i>	ALT+CTRL+L

84	Lock Fields	CTRL+3 or CTRL+F11
85	Macro	ALT+F8
86	Mail Merge Check	ALT+SHIFT+K
87	Mail Merge Edit Data Source	ALT+SHIFT+E
88	Mail Merge to Doc	ALT+SHIFT+N
89	Mail Merge to Printer	ALT+SHIFT+M
90	Mark Citation	ALT+SHIFT+I
91	Mark Index Entry	ALT+SHIFT+X
92	Mark Table of Contents Entry	ALT+SHIFT+O
93	Menu Mode	F10
94	Merge Field	ALT+SHIFT+F
95	Microsoft Script Editor	ALT+SHIFT+F11
96	Microsoft System Info	ALT+CTRL+F1
97	Move Text	F2
98	New	CTRL+N
99	Next Cell	TAB
100	Next Field	F11 or ALT+F1
101	Next Misspelling	ALT+F7
102	Next Object	ALT+DOWN
103	Next Window	CTRL+F6 or ALT+F6
104	Normal	ALT+CTRL+N
105	Normal Style	CTRL+SHIFT+N or ALT+SHIFT+CLEAR (NUM 5)
106	Open	CTRL+O or CTRL+F12 or ALT+CTRL+F2
107	Open or Close Up Para	CTRL+0
108	Other Pane	F6 or SHIFT+F6
109	Outline	ALT+CTRL+O
110	Outline Collapse	ALT+SHIFT+- or ALT+SHIFT+NUM -
111	Outline Demote	ALT+SHIFT+RIGHT
112	Outline Expand	ALT+SHIFT+=
113	Outline Expand	ALT+SHIFT+NUM +
114	Outline Move Down	ALT+SHIFT+DOWN
115	Outline Move Up	ALT+SHIFT+UP
116	Outline Promote	ALT+SHIFT+LEFT
117	Outline Show First Line	ALT+SHIFT+L
118	Overtyping	INSERT
119	Page	ALT+CTRL+P
120	Page Break	CTRL+ENTER
121	Page Down	PAGE DOWN
122	Page Down Extend	SHIFT+PAGE DOWN
123	Page Field	ALT+SHIFT+P
124	Page Up	PAGE UP
125	Page Up Extend	SHIFT+PAGE UP

126	<i>Para Down</i>	CTRL+DOWN
127	<i>Para Down Extend</i>	CTRL+SHIFT+DOWN
128	<i>Para Up</i>	CTRL+UP
129	<i>Para Up Extend</i>	CTRL+SHIFT+UP
130	<i>Paste</i>	CTRL+V or SHIFT+INSERT
131	<i>Paste Format</i>	CTRL+SHIFT+V
132	<i>Prev Cell</i>	SHIFT+TAB
133	<i>Prev Field</i>	SHIFT+F11 or ALT+SHIFT+F1
134	<i>Prev Object</i>	ALT+UP
135	<i>Prev Window</i>	CTRL+SHIFT+F6 or ALT+SHIFT+F6
136	<i>Print</i>	CTRL+P or CTRL+SHIFT+F12
137	<i>Print Preview</i>	CTRL+F2 or ALT+CTRL+I
138	<i>Proofing</i>	F7
139	<i>Redo</i>	ALT+SHIFT+BACKSPACE
140	<i>Redo or Repeat</i>	CTRL+Y or F4 or ALT+ENTER
141	<i>Repeat Find</i>	SHIFT+F4 or ALT+CTRL+Y
142	<i>Replace</i>	CTRL+H
143	<i>Reset Char</i>	CTRL+SPACE or CTRL+SHIFT+Z
144	<i>Reset Para</i>	CTRL+Q
145	<i>Revision Marks Toggle</i>	CTRL+SHIFT+E
146	<i>Right Para</i>	CTRL+R
147	<i>Save</i>	CTRL+S or SHIFT+F12 or ALT+SHIFT+F2
148	<i>Save As</i>	F12
149	<i>Select All</i>	CTRL+A or CTRL+CLEAR (NUM 5) or CTRL+NUM 5
150	<i>Select Table</i>	ALT+CLEAR (NUM 5)
151	<i>Show All</i>	CTRL+SHIFT+8
152	<i>Show All Headings</i>	ALT+SHIFT+A
153	<i>Show Heading1</i>	ALT+SHIFT+1
154	<i>Show Heading2</i>	ALT+SHIFT+2
155	<i>Show Heading3</i>	ALT+SHIFT+3
156	<i>Show Heading4</i>	ALT+SHIFT+4
157	<i>Show Heading5</i>	ALT+SHIFT+5
158	<i>Show Heading6</i>	ALT+SHIFT+6
159	<i>Show Heading7</i>	ALT+SHIFT+7
160	<i>Show Heading8</i>	ALT+SHIFT+8
161	<i>Show Heading9</i>	ALT+SHIFT+9
162	<i>Shrink Font</i>	CTRL+SHIFT+,
163	<i>Shrink Font One Point</i>	CTRL+[
164	<i>Small Caps</i>	CTRL+SHIFT+K
165	<i>Space Para1</i>	CTRL+1
166	<i>Space Para15</i>	CTRL+5
167	<i>Space Para2</i>	CTRL+2

168	<i>Spike</i>	CTRL+SHIFT+F3 or CTRL+F3
169	<i>Start of Column</i>	ALT+PAGE UP
170	<i>Start of Column</i>	ALT+SHIFT+PAGE UP
171	<i>Start of Doc Extend</i>	CTRL+SHIFT+HOME
172	<i>Start of Document</i>	CTRL+HOME
173	<i>Start of Line</i>	HOME
174	<i>Start of Line Extend</i>	SHIFT+HOME
175	<i>Start of Row</i>	ALT+HOME
176	<i>Start of Row</i>	ALT+SHIFT+HOME
177	<i>Start of Window</i>	ALT+CTRL+PAGE UP
178	<i>Start of Window Extend</i>	ALT+CTRL+SHIFT+PAGE UP
179	<i>Style</i>	CTRL+SHIFT+S
180	<i>Subscript</i>	CTRL+=
181	<i>Superscript</i>	CTRL+SHIFT+=
182	<i>Symbol Font</i>	CTRL+SHIFT+Q
183	<i>Thesaurus</i>	SHIFT+F7
184	<i>Time Field</i>	ALT+SHIFT+T
185	<i>Toggle Field Display</i>	SHIFT+F9
186	<i>Toggle Master Subdocs</i>	CTRL+)
187	<i>Tool</i>	SHIFT+F1
188	<i>Un Hang</i>	CTRL+SHIFT+T
189	<i>Un Indent</i>	CTRL+SHIFT+M
190	<i>Underline</i>	CTRL+U or CTRL+SHIFT+U
191	<i>Undo</i>	CTRL+Z or ALT+BACKSPACE
192	<i>Unlink Fields</i>	CTRL+6 or CTRL+SHIFT+F9
193	<i>Unlock Fields</i>	CTRL+4 or CTRL+SHIFT+F11
194	<i>Update Auto Format</i>	ALT+CTRL+U
195	<i>Update Fields</i>	F9 or ALT+SHIFT+U
196	<i>Update Source</i>	CTRL+SHIFT+F7
197	<i>VBCode</i>	ALT+F11
198	<i>Web Go Back</i>	ALT+LEFT
199	<i>Web Go Forward</i>	ALT+RIGHT
200	<i>Word Left</i>	CTRL+LEFT
201	<i>Word Left Extend</i>	CTRL+SHIFT+LEFT
202	<i>Word Right</i>	CTRL+RIGHT
203	<i>Word Right Extend</i>	CTRL+SHIFT+RIGHT
204	<i>Word Underline</i>	CTRL+SHIFT+W