

Microsoft Word Keyboard Shortcuts

Short-cut keystrokes for Microsoft Word menus

File Menu:

F12	Save As
Shift + F12	Save
Ctrl + F12	Open
Ctrl + Shift + F12	Print
Alt + F4	Exit

Edit Menu:

Shift + F3	Change Case
F4	Repeat Command
Shift + F4	Repeat Find
F5	Goto
Ctrl + Z	Undo
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + Numpad 5	Select entire document

View Menu:

Ctrl + *	Hide/display all edit marks
----------	-----------------------------

Insert Menu:

F3	Insert AutoText
Alt + F3	New AutoText
Ctrl + Shift + F5	Insert Bookmark
Ctrl + ENTER	Insert page break
Ctrl + Shift + ENTER	Insert column break

Tools Menu:

F7	Spelling and Grammar
Shift + F7	Thesaurus

Selecting Text with the F8 Extend key:

F8	Extend on
F8	Word right
F8	Sentence
F8	Paragraph
F8	Document
ESC	Turns off EXTend in status bar
Shift + F3	Toggle Case when selected

Selecting Text:

Shift + ↑	Select to previous line
Shift + ↓	Select to next line
Shift + ←	Select previous character
Shift + →	Select next character
Shift + Home	Select to beginning of line
Shift + End	Select to end of line
Ctrl + Shift + ↑	Select previous paragraph
Ctrl + Shift + ↓	Select next paragraph
Ctrl + Shift + ←	Select previous word
Ctrl + Shift + →	Select next word
Ctrl + Shift + Home	Select to beginning of document
Ctrl + Shift + End	Select to end of document
Ctrl + Numpad 5	Select entire document

Autotext Functions:

Alt + F3	Create New AutoText entry
F3	Expand AutoText entry

Window Movement:

Ctrl + Shift + F6	Next window
Ctrl + F6	Previous window

Character Formats:

Ctrl + B	Bold
Ctrl + Shift + D	Double underline
Ctrl + Shift + F	Font
Ctrl + I	Italics
Ctrl + Shift + K	Small caps
Ctrl + Shift + P	Point size
Ctrl + U	Continuous underline
Ctrl + Shift + W	Word underline only
Ctrl + spacebar	Reset character
Ctrl + =	Subscript
Ctrl + Shift + =	Superscript

Paragraph Formats:

Ctrl + E	Center
Ctrl + J	Justified
Ctrl + L	Left align
Ctrl + M	Indent from left margin
Ctrl + Shift + M	Decrease indent
Ctrl + R	Right align
Ctrl + T	Hanging indent
Ctrl + Shift + T	Decrease hanging indent
Ctrl + 1	Single space
Ctrl + 2	Double space
Ctrl + 5	1.5 space

Other Formatting Actions:

Enter	New paragraph
Ctrl + Enter	New page
Ctrl + Shift + Enter	New column
Ctrl + hyphen	Optional hyphen
Ctrl + Shift + hyphen	Non-breaking hyphen
Ctrl + Shift + space	Non-breaking space
Ctrl + *	Show all edit marks

Menu operation using the keyboard

Menus can be accessed via the keyboard as well as the mouse. Each menu option on the menu bar contains an underlined letter.

<Alt> + Letter Hold the **<Alt>** key and press the underlined letter in the menu to open the pull-down menu for that option.

Underlined Letters

Within the pull-down menus, each option contains an underlined letter. Press the underlined letter to execute a pull-down menu option.

<Tab> In a dialog box, the **<Tab>** key can be pressed to move the cursor from one item to another. Pressing the **<Alt>** key and the underlined letter will position the insertion point in a specific text box or list selection box.

Arrow keys The up and down arrow keys access options in selection boxes.

<Enter> The **<Enter>** key will execute an option or command. It is equivalent to clicking once on the **[OK]** button in a dialog box.

<Esc> The **Esc** key will cancel an action or command. It is equivalent to clicking the **[Cancel]** button in a dialog box.

<Ctrl> + Esc Hold the **<Ctrl>** key and tap the **Esc** key to open the **Start** menu.