

Microsoft Word Keyboard Shortcuts

Short-cut keystrokes for Microsoft Word 2007 commands:

File Commands:

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

Edit Commands:

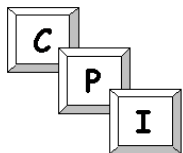
Shift + F3	Change Case
F4	Repeat Command
Shift + F4	Repeat Find
F5	Goto
Ctrl + Z	Undo
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + A	Select all (entire document)

View Commands:

Ctrl + Shift + *	Hide/display all edit marks
Ctrl + F6	Switch documents

Insert Commands:

F3	Insert QuickParts
Alt + F3	New Building Block
Ctrl + Shift + F5	Insert Bookmark
Ctrl + ENTER	Insert page break
Ctrl + Shift + ENTER	Insert column break
Ctrl + Shift	Insert new line



Review Commands:

F7	Spelling and Grammar
Shift + F7	Thesaurus

View Commands:

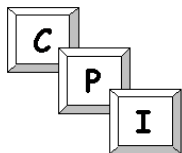
Ctrl + Shift + F6	Next document window
Ctrl + F6	Previous document window

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

QuickParts Functions:

Alt + F3	Create New Building Block entry
F3	Playback Building Block entry



Character Formats:

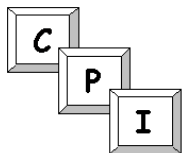
Ctrl + B	Bold
Ctrl + Shift + D	Double underline
Ctrl + Shift + F	Font
Ctrl + I	Italics
Ctrl + Shift + K	Small caps
Ctrl + Shift + P	Point size
Ctrl + U	Continuous underline
Ctrl + Shift + W	Word underline only
Ctrl + spacebar	Reset character
Ctrl + =	Subscript
Ctrl + Shift + =	Superscript

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	New line
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



Ribbon Operation Via The Keyboard

Ribbon options can be accessed via the keyboard as well as the mouse. Each Ribbon has a letter associated with the tab.

<Alt> + Letter

Hold the **<Alt>** key to activate Keycaps. Press the letter(s) or number indicated over the Ribbon group. Press **<Esc>** repeatedly to remove all keycaps.

<Tab>

The **<Tab>** key in a dialog box 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.