Microsoft Word Shortcut Keys

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Function keys

Note   To enlarge the Help window to fill the screen, press ALT+SPACEBAR and then press X. To restore the window to its previous size and location, press ALT+SPACEBAR and then press R. To print this topic, press CTRL+P.

Which function key combinations do you want to use?

Function key

Press	To
F1	Get online Help or the Office Assistant
F2	Move text or graphics
F3	Insert an AutoText entry (after Word displays the entry)
F4	Repeat the last action
F5	Choose the **Go To** command (**Edit** menu)
F6	Go to next pane or frame
F7	Choose the **Spelling** command (**Tools** menu)
F8	Extend a selection
F9	Update selected fields
F10	Activate the menu bar
F11	Go to the next field
F12	Choose the **Save As** command (**File** menu)

Return to top

SHIFT+Function key

Press	To
SHIFT+F1	Start context-sensitive Help or reveal formatting
SHIFT+F2	Copy text

SHIFT+F3	Change the case of letters
SHIFT+F4	Repeat a **Find** or **Go To** action
SHIFT+F5	Move to a previous revision
SHIFT+F6	Go to the previous pane or frame
SHIFT+F7	Choose the **Thesaurus** command (**Tools** menu, **Language** submenu)
SHIFT+F8	Shrink a selection
SHIFT+F9	Switch between a field code and its result
SHIFT+F10	Display a shortcut menu
SHIFT+F11	Go to the previous field
SHIFT+F12	Choose the **Save** command (**File** menu)

Return to [top](top)

CTRL+Function key

Press	**To**
CTRL+F2	Choose the **Print Preview** command (**File** menu)
CTRL+F3	Cut to the Spike
CTRL+F4	Close the window
CTRL+F5	Restore the document window size
CTRL+F6	Go to the next window
CTRL+F7	Choose the **Move** command (**Control** menu)
CTRL+F8	Choose the **Size** command (document **Control** menu)
CTRL+F9	Insert an empty field
CTRL+F10	Maximize the document window
CTRL+F11	Lock a field
CTRL+F12	Choose the **Open** command (**File** menu)

Return to [top](top)

CTRL+SHIFT+Function key

Press	To
CTRL+SHIFT+F3	Insert the contents of the Spike
CTRL+SHIFT+F5	Edit a bookmark
CTRL+SHIFT+F6	Go to the previous window
CTRL+SHIFT+F7	Update linked information in a Word source document
CTRL+SHIFT+F8	Extend a selection or block (then press an arrow key)
CTRL+SHIFT+F9	Unlink a field
CTRL+SHIFT+F10	Activate the ruler
CTRL+SHIFT+F11	Unlock a field
CTRL+SHIFT+F12	Choose the **Print** command (**File** menu)

Return to top

ALT+Function key

Press	To
ALT+F1	Go to the next field
ALT+F3	Create an AutoText entry
ALT+F4	Quit Word
ALT+F5	Restore the program window size
ALT+F7	Find the next misspelling or grammatical error. The **Check spelling as you type** check box must be selected (**Tools** menu, **Options** dialog box, **Spelling & Grammar** tab).
ALT+F8	Run a macro
ALT+F9	Switch between all field codes and their results
ALT+F10	Maximize the program window
ALT+F11	Display Microsoft Visual Basic code

Return to top

ALT+SHIFT+Function key

Press	To

ALT+SHIFT+F1	Go to the previous field
ALT+SHIFT+F2	Choose the **Save** command (**File** menu)
ALT+SHIFT+F9	Run GOTOBUTTON or MACROBUTTON from the field that displays the field results
ALT+SHIFT+F11	Display Microsoft Visual Studio code

Return to top

CTRL+ALT+Function key

To	Press
CTRL+ALT+F1	Display Microsoft System Information
CTRL+ALT+F2	**Open** command (**File** menu)

Return to top

Keys for formatting characters and paragraphs

Note   To enlarge the Help window to fill the screen, press ALT+SPACEBAR and then press X. To restore the window to its previous size and location, press ALT+SPACEBAR and then press R. To print this topic, press CTRL+P.

What do you want to do?

Change or resize the font

Apply character formats

View and copy text formats

Set line spacing

Align paragraphs

Apply paragraph styles

Change or resize the font

Press	To
CTRL+SHIFT+F	Change the font
CTRL+SHIFT+P	Change the font size
CTRL+SHIFT+>	Increase the font size
CTRL+SHIFT+<	Decrease the font size
CTRL+]	Increase the font size by 1 point
CTRL+[	Decrease the font size by 1 point

Return to

Apply character formats

Press	To
CTRL+D	Change the formatting of characters (**Font** command, **Format** menu)
SHIFT+F3	Change the case of letters
CTRL+SHIFT+A	Format letters as all capitals
CTRL+B	Apply bold formatting
CTRL+U	Apply an underline
CTRL+SHIFT+W	Underline words but not spaces
CTRL+SHIFT+D	Double-underline text
CTRL+SHIFT+H	Apply hidden text formatting
CTRL+I	Apply italic formatting
CTRL+SHIFT+K	Format letters as small capitals
CTRL+EQUAL SIGN	Apply subscript formatting (automatic spacing)
CTRL+SHIFT+PLUS SIGN	Apply superscript formatting (automatic spacing)
CTRL+SPACEBAR	Remove manual character formatting
CTRL+SHIFT+Q	Change the selection to the Symbol font

Return to

View and copy text formats

Press	To
CTRL+SHIFT+* (asterisk)	Display nonprinting characters
SHIFT+F1 (then click the text whose formatting you want to review)	Review text formatting
CTRL+SHIFT+C	Copy formats
CTRL+SHIFT+V	Paste formats

Return to top

Set line spacing

Press	To set line spacing to
CTRL+1	Single-space lines
CTRL+2	Double-space lines
CTRL+5	Set 1.5-line spacing
CTRL+0 (zero)	Add or remove one line space preceding a paragraph

Return to top

Align paragraphs

Press	To
CTRL+E	Center a paragraph
CTRL+J	Justify a paragraph
CTRL+L	Left align a paragraph
CTRL+R	Right align a paragraph
CTRL+M	Indent a paragraph from the left
CTRL+SHIFT+M	Remove a paragraph indent from the left
CTRL+T	Create a hanging indent
CTRL+SHIFT+T	Reduce a hanging indent

CTRL+Q   Remove paragraph formatting

Return to

Apply paragraph styles

Press	To
CTRL+SHIFT+S	Apply a style
ALT+CTRL+K	Start **AutoFormat**
CTRL+SHIFT+N	Apply the Normal style
ALT+CTRL+1	Apply the Heading 1 style
ALT+CTRL+2	Apply the Heading 2 style
ALT+CTRL+3	Apply the Heading 3 style
CTRL+SHIFT+L	Apply the List style

Return to

Keys for editing and moving text and graphics

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What do you want to do?

Delete text and graphics

Copy and move text and graphics

Insert special characters

Select text and graphics

Select text and graphics in a table

Extend a selection

Delete text and graphics

Press	To
BACKSPACE	Delete one character to the left
CTRL+BACKSPACE	Delete one word to the left
DELETE	Delete one character to the right
CTRL+DELETE	Delete one word to the right
CTRL+X	Cut selected text to the Clipboard
CTRL+Z	Undo the last action
CTRL+F3	Cut to the Spike

Return to top

Copy and move text and graphics

Press	To
CTRL+C	Copy text or graphics
CTRL+C, CTRL+C	Display the Clipboard
F2 (then move the insertion point and press ENTER)	Move text or graphics
ALT+F3	Create AutoText
CTRL+V	Paste the Clipboard contents
CTRL+SHIFT+F3	Paste the Spike contents
ALT+SHIFT+R	Copy the header or footer used in the previous section of the document

Return to top

Insert special characters

Press	To insert
CTRL+F9	A field
ENTER (after typing the first few characters of the AutoText entry name and when the ScreenTip appears)	An AutoText entry
SHIFT+ENTER	A line break
CTRL+ENTER	A page break
CTRL+SHIFT+ENTER	A column break
CTRL+HYPHEN	An optional hyphen
CTRL+SHIFT+HYPHEN	A nonbreaking hyphen
CTRL+SHIFT+SPACEBAR	A nonbreaking space
ALT+CTRL+C	The copyright symbol
ALT+CTRL+R	The registered trademark symbol
ALT+CTRL+T	The trademark symbol
ALT+CTRL+period	An ellipsis

Return to top

Select text and graphics

Select text by holding down SHIFT and pressing the key that moves the insertion point.

Press	To extend a selection
SHIFT+RIGHT ARROW	One character to the right
SHIFT+LEFT ARROW	One character to the left
CTRL+SHIFT+RIGHT ARROW	To the end of a word
CTRL+SHIFT+LEFT ARROW	To the beginning of a word
SHIFT+END	To the end of a line
SHIFT+HOME	To the beginning of a line
SHIFT+DOWN ARROW	One line down
SHIFT+UP ARROW	One line up
CTRL+SHIFT+DOWN ARROW	To the end of a paragraph
CTRL+SHIFT+UP ARROW	To the beginning of a paragraph

SHIFT+PAGE DOWN	One screen down
SHIFT+PAGE UP	One screen up
CTRL+SHIFT+HOME	To the beginning of a document
CTRL+SHIFT+END	To the end of a document
ALT+CTRL+SHIFT+PAGE DOWN	To the end of a window
CTRL+A	To include the entire document
CTRL+SHIFT+F8, and then use the arrow keys; press ESC to cancel selection mode	To a vertical block of text
F8+arrow keys; press ESC to cancel selection mode	To a specific location in a document

Tip   If you know the key combination to move the insertion point, you can generally select the text by using the same key combination while holding down SHIFT. For example, CTRL+RIGHT ARROW moves the insertion point to the next word, and CTRL+SHIFT+RIGHT ARROW selects the text from the insertion point to the beginning of the next word.

Return to top

Select text and graphics in a table

Press	To
TAB	Select the next cell's contents
SHIFT+TAB	Select the preceding cell's contents
Hold down SHIFT and press an arrow key repeatedly	Extend a selection to adjacent cells
Click in the column's top or bottom cell. Hold down SHIFT and press the UP ARROW or DOWN ARROW key repeatedly	Select a column
CTRL+SHIFT+F8, and then use the arrow keys; press ESC to cancel selection mode	Extend a selection (or block)
SHIFT+F8	Reduce the selection size
ALT+5 on the numeric keypad (with NUM LOCK off)	Select an entire table

Return to top

Extend a selection

Press	To
F8	Turn extend mode on
F8, and then press LEFT ARROW or RIGHT ARROW	Select the nearest character
F8 (press once to select a word, twice to select a sentence, and so forth)	Increase the size of a selection
SHIFT+F8	Reduce the size of a selection
ESC	Turn extend mode off

Return to

Move the insertion point

Press	To move
LEFT ARROW	One character to the left
RIGHT ARROW	One character to the right
CTRL+LEFT ARROW	One word to the left
CTRL+RIGHT ARROW	One word to the right
CTRL+UP ARROW	One paragraph up
CTRL+DOWN ARROW	One paragraph down
SHIFT+TAB	One cell to the left (in a table)
TAB	One cell to the right (in a table)
UP ARROW	Up one line
DOWN ARROW	Down one line
END	To the end of a line
HOME	To the beginning of a line
ALT+CTRL+PAGE UP	To the top of the window
ALT+CTRL+PAGE DOWN	To the end of the window
PAGE UP	Up one screen (scrolling)
PAGE DOWN	Down one screen (scrolling)
CTRL+PAGE DOWN	To the top of the next page
CTRL+PAGE UP	To the top of the previous page
CTRL+END	To the end of a document

CTRL+HOME	To the beginning of a document
SHIFT+F5	To a previous revision
SHIFT+F5	To the location of the insertion point when the document was last closed

Return to [top](#top)

Move around in a table

Press	To move to the
TAB	Next cell in a row
SHIFT+TAB	Previous cell in a row
ALT+HOME	First cell in a row
ALT+END	Last cell in a row
ALT+PAGE UP	First cell in a column
ALT+PAGE DOWN	Last cell in a column
UP ARROW	Previous row
DOWN ARROW	Next row

Return to [top](#top)

Insert paragraphs and tab characters in a table

Press	To insert
ENTER	New paragraphs in a cell
CTRL+TAB	Tab characters in a cell

Return to [top](#top)

Keys for working with documents

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What do you want to do?

[Create, view, and save documents](#)

[Find, replace, and browse through text](#)

[Undo and redo actions](#)

[Switch to another view](#)

Create, view, and save documents

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

Return to [top](#)

Find, replace, and browse through text

Press	To
CTRL+F	Find text, formatting, and special items
ALT+CTRL+Y	Repeat find (after closing **Find and Replace** window)
CTRL+H	Replace text, specific formatting, and special items
CTRL+G	Go to a page, bookmark, footnote, table, comment, graphic, or other location
ALT+CTRL+Z	Go back to a page, bookmark, footnote, table, comment, graphic

or other location

ALT+CTRL+HOME   Browse through a document

Return to [top](top)

Undo and redo actions

Press	To
ESC	Cancel an action
CTRL+Z	Undo an action
CTRL+Y	Redo or repeat an action

Return to [top](top)

Switch to another view

Press	To
ALT+CTRL+P	Switch to print layout view
ALT+CTRL+O	Switch to outline view
ALT+CTRL+N	Switch to normal view
CTRL+\	Move between a master document and its subdocuments

Return to [top](top)

Keys for reviewing documents

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Press	To

ALT+CTRL+M	Insert a comment
CTRL+SHIFT+E	Turn track changes on or off
HOME	Go to the beginning of a comment
END	Go to the end of a comment
CTRL+HOME	Go to the beginning of the list of comments
CTRL+END	Go to the end of the list of comments