

# Keyboard shortcuts

The shortcut keys described in this Help topic refer to the U.S. keyboard layout. Keys on other layouts may not correspond exactly to the keys on a U.S. keyboard.

For keyboard shortcuts in which you press two or more keys simultaneously, the keys to press are separated by a plus sign (+) in Microsoft Word Help. For keyboard shortcuts in which you press one key immediately followed by another key, the keys to press are separated by a comma (,).

To print this topic, press TAB to select **Show All**, press ENTER, and then press CTRL+P.

## Help task pane and Help window

### [Using the Help task pane and Help window](#)

The **Help** task pane provides access to all Office Help content and appears as part of Microsoft Word. The Help window displays topics and other Help content and appears as a window next to, but separate from, Word.

## In the Help task pane

F1

Display the **Help** task pane.

F6

Switch between the **Help** task pane and Word.

TAB

Select the next item in the **Help** task pane.

SHIFT+TAB

Select the previous item in the **Help** task pane.

ENTER

Perform the action for the selected item.

DOWN ARROW and UP ARROW

In a table of contents, select the next and previous item, respectively.

RIGHT ARROW and LEFT ARROW

In a table of contents, expand and collapse the selected item, respectively.

ALT+LEFT ARROW

Move back to the previous task pane.

ALT+RIGHT ARROW

Move forward to the next task pane.

CTRL+SPACEBAR

Open the menu of task panes.

CTRL+F1

Close and reopen the current task pane.  
RIGHT ARROW  
Expand a +/- list.  
LEFT ARROW  
Collapse a +/- list.

## In the Help window

TAB  
Select the next hidden text or hyperlink, or **Show All** or **Hide All** at the top of a topic.  
SHIFT+TAB  
Select the previous hidden text or hyperlink, or the **Browser View** button at the top of a Microsoft Office Web site article.  
ENTER  
Perform the action for the selected **Show All**, **Hide All**, hidden text, or hyperlink.  
ALT+LEFT ARROW  
Move back to the previous Help topic.  
ALT+RIGHT ARROW  
Move forward to the next Help topic.  
CONTROL+P  
Print the current Help topic.  
UP ARROW AND DOWN ARROW  
Scroll small amounts up and down, respectively, within the currently displayed Help topic.  
PAGE UP AND PAGE DOWN  
Scroll larger amounts up and down, respectively, within the currently displayed Help topic.  
ALT+U  
Change the Help window from being separate from (untiled) to connected to (tiled) Word.  
SHIFT+F10  
Display a menu of commands for the Help window; requires that the Help window have active focus (click an item in the Help window).

## Menus, toolbars, task panes, and dialog boxes

### [Access and use menus and toolbars](#)

F10 or ALT  
Select the [menu bar](#) (menu bar: The horizontal bar below the title bar that contains the names of menus. A menu bar can be the built-in menu bar or a custom menu bar.), or close an open menu and submenu at the same time.  
CTRL+TAB or CTRL+SHIFT+TAB

Select a task pane or toolbar after pressing F10 or ALT to select the menu bar. Pressing the keys repeatedly moves the focus among the open toolbars, menu bars, and task pane.

**TAB or SHIFT+TAB**

When a [toolbar](#) (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, click **Customize** on the **Tools** menu, and then click the **Toolbars** tab.) or menu bar is selected, select the next or previous button or menu.

**ENTER**

Open the selected menu, or perform the action for the selected button or command.

**SHIFT+F10**

Display the [shortcut menu](#) (shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-click an item or press SHIFT+F10.) for the selected item.

**ALT+SPACEBAR**

Display the title bar shortcut menu.

**DOWN ARROW or UP ARROW**

When a menu or [submenu](#) (submenu: A menu that appears when a user points to a command on a higher-level menu.) is open, select the next or previous command.

**LEFT ARROW or RIGHT ARROW**

Select the menu to the left or right. When a submenu is open, switch between the main menu and the submenu.

**HOME or END**

Select the first or last command on the menu or submenu.

**ESC**

Close an open menu. When a submenu is open, close only the submenu.

**SHIFT+DOWN ARROW**

Open the selected menu.

**CTRL+DOWN ARROW**

When a shortened menu is open, display the full set of commands.

**ALT+CTRL+= (equal sign)**

Add a toolbar button to a menu. When you type this shortcut key and then click a toolbar button, Microsoft Word adds the button to the appropriate menu. For

example, click **Bullets** on the **Formatting** toolbar to add the **Bullets** command to the **Format** menu.

**ALT+CTRL+- (dash key)**

Remove a command from a menu. When you type this shortcut key and then select a menu command, the command is removed. You can add the menu command back to the menu if you change your mind.

**ALT+CTRL++ (plus key on numeric keypad)**

Customize the shortcut key for a menu command. When you type this shortcut key and then select a menu command, the **Customize Keyboard** dialog box opens so you can add, change, or remove the shortcut key.

**Note** You can use the keyboard to select any menu command on the menu bar. Press ALT to select the menu bar. Press the letter that is underlined in the menu name that contains the command you want. In the menu that appears, press the letter underlined in the command name that you want.

### [Access and use task panes](#)

CTRL+F1

Open the task pane or hide the current task pane.

F6

Move to a [task pane](#) (task pane: A window within an Office application that provides commonly used commands. Its location and small size allow you to use these commands while still working on your files.) from another pane in the program window. (You may need to press F6 more than once.)

**Note** If pressing F6 doesn't display the task pane you want, try pressing ALT to place focus on the menu bar, and then pressing CTRL+TAB to move to the task pane. In addition, if you open a dialog box from the **Reveal Formatting** task pane, the focus may be in your document after you close the dialog box, rather than in the task pane. You can use F6 or CTRL+TAB to return to the task pane.

CTRL+TAB

When a menu or [toolbar](#) (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, click **Customize** on the **Tools** menu, and then click the **Toolbars** tab.) is active, move to a task pane. (You may need to press CTRL+TAB more than once.)

CTRL+SPACEBAR

Open the menu of task panes.

ALT+HOME

Go to the **Getting Started** task pane.

ALT+LEFT ARROW

Reverse the sequence of task panes you opened.

ALT+RIGHT ARROW

Repeat the sequence of task panes you opened.

ESC

Close a menu if one is currently open, or go back to the document.

TAB or SHIFT+TAB

When a task pane is active, select the next or previous option in the task pane.

DOWN ARROW or UP ARROW

Move among choices in a selected submenu; move among certain options in a group of options.

SPACEBAR or ENTER

Open the selected menu, or perform the action assigned to the selected button.

SHIFT+F10

Open a [shortcut menu](#) (shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-click an item or press SHIFT+F10.) in a document; open a drop-down menu for the selected gallery item.

HOME or END

When a menu or submenu is visible, select the first or last command on the menu or submenu.

PAGE UP or PAGE DOWN

Scroll up or down in the selected gallery list.

CTRL+RIGHT ARROW or CTRL+LEFT ARROW

Expand or collapse a collapsible item in the gallery list.

CTRL+HOME or CTRL+END

Move to the top or bottom of the selected gallery list.

### [Resize and move toolbars, menus, and task panes](#)

1. Press ALT to select the [menu bar](#) (menu bar: The horizontal bar below the title bar that contains the names of menus. A menu bar can be the built-in menu bar or a custom menu bar.).
2. Press CTRL+TAB repeatedly to select a [toolbar](#) (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, click **Customize** on the **Tools** menu, and then click the **Toolbars** tab.) or the [task pane](#) (task pane: A window within an Office application that provides commonly used commands. Its location and small size allow you to use these commands while still working on your files.).
3. Do one of the following:

#### [Resize a toolbar](#)

1. In the toolbar, press CTRL+SPACEBAR to display the **Toolbar Options** menu.
2. Select the **Size** command, and then press ENTER.
3. Use the arrow keys to resize the toolbar. Press CTRL+ the arrow keys to resize one pixel at a time.

#### [Move a toolbar](#)

4. In the toolbar, press CTRL+SPACEBAR to display the **Toolbar Options** menu.
5. Select the **Move** command, and then press ENTER.
6. Use the arrow keys to position the toolbar. Press CTRL+ the arrow keys to move one pixel at a time. To undock the toolbar, press DOWN ARROW repeatedly. To dock the toolbar vertically on the left or right side, press LEFT ARROW or RIGHT ARROW respectively when the toolbar is all the way to the left or right side.

#### [Resize a task pane](#)

7. In the task pane, press CTRL+SPACEBAR to display a menu of additional commands.
8. Use the DOWN ARROW key to select the **Size** command, and then press ENTER.
9. Use the arrow keys to resize the task pane. Use CTRL+ the arrow keys to resize by one pixel at a time.

#### Move a task pane

10. In the task pane, press CTRL+SPACEBAR to display a menu of additional commands.
11. Use the DOWN ARROW key to select the **Move** command, and then press ENTER.
12. Use the arrow keys to position the task pane. Use CTRL+ the arrow keys to move one pixel at a time.

**Note** If you move the task pane up into the toolbars or down into the status bar, the pane attaches itself to the bars and reorients itself horizontally. To return the task pane to its vertical position, use the arrow keys to move it away from the bars.

4. When you are finished moving or resizing, press ESC or ENTER.

#### Use dialog boxes

ALT+F6

Move from an open dialog box back to the document for dialog boxes such as **Find and Replace** that support this behavior.

TAB

Move to the next option or option group.

SHIFT+TAB

Move to the previous option or option group.

CTRL+TAB

Switch to the next tab in a dialog box.

CTRL+SHIFT+TAB

Switch to the previous tab in a dialog box.

Arrow keys

Move between options in an open drop-down list, or between options in a group of options.

SPACEBAR

Perform the action assigned to the selected button; check or clear the selected check box.

First letter of an option in a drop-down list

Open the list if it is closed and move to that option in the list.

ALT+ the letter underlined in an option

- Select an option; select or clear a check box.
- ALT+DOWN ARROW
  - Open a selected drop-down list.
- ESC
  - Close a selected drop-down list; cancel a command and close a dialog box.
- ENTER
  - Run the selected command.

### 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](#) (path: The route that the operating system uses to locate a folder or file; for example, C:\House finances\March.doc.) to a folder.

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

### Use the **Open**, **Save As**, and **Insert Picture** dialog boxes

- CTRL+F12
  - Display the **Open** dialog box.
- F12
  - Display the **Save As** dialog box.
- ALT+1

Go to the previous folder ( ).  
ALT+2

Open the folder up one level from the open folder (**Up One Level** button ).  
ALT+3

Close the dialog box and open your [World Wide Web](#) (World Wide Web (WWW): The multimedia branch of the Internet that presents not only text, but also graphics, sound, and video. On the Web, users can easily jump from item to item, page to page, or site to site by using hyperlinks.) search page (**Search the**

**Web** button ).  
ALT+4

Delete the selected folder or file (**Delete** button ).  
ALT+5

Create a new subfolder in the open folder (**Create New Folder** button ).  
ALT+6

Switch between **List, Details, Properties, Preview Thumbnails, Tiles,** and

**Icons** views (click the arrow next to **Views** ).  
ALT+7 or ALT+L

Show the **Tools** menu (**Tools** button).  
SHIFT+F10

Display a [shortcut menu](#) (shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-click an item or press SHIFT+F10.) for a selected item such as a folder or file.

TAB  
Move between options or areas in the dialog box.

F4 or ALT+I  
Open the **Look in** or **Save in** list.

F5  
Update the files visible in the **Open** or **Save As** dialog box (**File** menu).

## Quick reference

### [Common tasks done in a Microsoft Word document](#)

CTRL+SHIFT+SPACEBAR  
Create a nonbreaking space.

CTRL+HYPHEN  
Create a nonbreaking hyphen.

CTRL+B  
Make letters bold.

CTRL+I

Make letters italic.  
CTRL+U  
Make letters underline.  
CTRL+SHIFT+<  
Decrease font size.  
CTRL+SHIFT+>  
Increase font size.  
CTRL+SPACEBAR  
Remove paragraph or character formatting.  
CTRL+C  
Copy the selected text or object.  
CTRL+X  
Cut the selected text or object.  
CTRL+V  
Paste text or an object.  
CTRL+Z  
Undo the last action.  
CTRL+Y  
Redo the last action.

## Language bar

### [Speech and handwriting recognition](#)

Left ALT+SHIFT  
Switch between languages or keyboard layouts.

+V  
Switch microphone on or off.

+T  
Switch between Voice Command mode and Dictation mode.

+C  
Display a list of correction alternatives.

+H  
Turn handwriting on or off.

ALT+~  
Turn Japanese [Input Method Editor \(IME\)](#) (IME: A program that enters East Asian text (Traditional Chinese, Simplified Chinese, Japanese, or Korean) into programs by converting keystrokes into complex East Asian characters. The IME is treated as an alternate type of keyboard layout.) on 101 keyboard on or off.

Right ALT  
Turn Korean IME on 101 keyboard on or off.

CTRL+SPACEBAR

Turn Chinese IME on 101 keyboard on or off.

## Notes

- You can set 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.

## E-mail

### [Sending e-mail messages](#)

Use the following keys (if you are e-mailing a document or a message) when the insertion point is in the e-mail header. To move the insertion point into the e-mail header, press SHIFT+TAB.

#### ALT+S

Send the [active document](#) (active document: The document in which you're working. Text you type or graphics you insert in Microsoft Word appear in the active document. The title bar of the active document is highlighted.) or message.

#### CTRL+SHIFT+B

Open the Address Book.

#### ALT+K, CTRL+K

When the insertion point is in the message header, check the names on the To, Cc, and Bcc lines against the Address Book.

#### ALT+. (period)

Open the Address Book in the To field.

#### ALT+C

When the insertion point is in the message header, open the Address Book in the Cc field.

#### ALT+B

If the Bcc field is visible, open the Address Book in the Bcc field. To display the Bcc field, open the Address Book for any field, and insert or type a name in the Bcc box.

#### ALT+J

Go to the Subject field.

#### ALT+P

Open the Microsoft Outlook **Message Options** dialog box.

#### CTRL+SHIFT+G

Create a message flag.

#### TAB

When the insertion point is in the message header, move to the next box in the e-mail header. When the last box in the e-mail header is active, TAB moves the insertion point to the body of the document or message.

SHIFT+TAB

Select the previous field or button in the e-mail header.

CTRL+TAB

When the insertion point is in the message header, select the **Send** button. You can then use the arrow keys to move to the other buttons. To perform the action for the selected button or command, press ENTER.

## Working with documents and Web pages

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

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.

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

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

Switch between documents or sections of a document, and between a document and an open e-mail message if you use Word as your e-mail editor.

ALT+CTRL+HOME

Open a list of browse options; use the arrow keys to select an option, and then press ENTER to browse through a document by using the selected option.

## Undo and redo actions

ESC

Cancel an action.

CTRL+Z

Undo an action.

CTRL+Y

Redo or repeat an action.

## Switch to another view

ALT+CTRL+P

Switch to [print layout view](#) (print layout view: A view of a document or other object as it will appear when you print it. For example, items such as headers, footnotes, columns, and text boxes appear in their actual positions.).

ALT+CTRL+O

Switch to [outline view](#) (outline view: A view that shows the headings of a document indented to represent their level in the document's structure. You can also use outline view to work with master documents.).

ALT+CTRL+N

Switch to [normal view](#) (normal view: A view that shows text formatting and a simplified page layout. Normal view is convenient for most editing and formatting tasks.).

ALT+R

Switch to Reading View.

CTRL+\

Expand or collapse subdocuments in a master document.

## Outline view

**In outline view, press**

ALT+SHIFT+LEFT ARROW

Promote a paragraph.

ALT+SHIFT+RIGHT ARROW

Demote a paragraph.

CTRL+SHIFT+N

Demote to body text.

ALT+SHIFT+UP ARROW

Move selected paragraphs up.

ALT+SHIFT+DOWN ARROW

Move selected paragraphs down.

ALT+SHIFT+PLUS SIGN

Expand text under a heading.

ALT+SHIFT+MINUS SIGN

Collapse text under a heading.

ALT+SHIFT+A

Expand or collapse all text or headings.

The slash (/) key on the numeric keypad

Hide or display character formatting.

ALT+SHIFT+L

Show the first line of body text or all body text.

ALT+SHIFT+1

Show all headings with the Heading 1 style.

ALT+SHIFT+n

Show all headings up to Heading *n*.

CTRL+TAB

Insert a tab character.

### [Printing and previewing documents](#)

CTRL+P

Print a document.

ALT+CTRL+I

Switch in or out of [print preview](#) (print preview: A view of a document as it will appear when you print it.).

Arrow keys

Move around the preview page when zoomed in.

PAGE UP or PAGE DOWN

Move by one preview page when zoomed out.

CTRL+HOME

Move to the first preview page when zoomed out.

CTRL+END

Move to the last preview page when zoomed out.

### [Reviewing documents](#)

ALT+CTRL+M

Insert a [comment](#) (comment: A note or annotation that an author or reviewer adds to a document. Microsoft Word displays the comment in a balloon in the margin of the document or in the Reviewing Pane.).

CTRL+SHIFT+E

Turn [track changes](#) (tracked change: A mark that shows where a deletion, insertion, or other editing change has been made in a document.) on or off.

ALT+SHIFT+C

Close the Reviewing Pane if it is open.

### [Reading layout view](#)

HOME

Go to beginning of document.

END

Go to end of document.

Number, then ENTER

Go to page number.

CTRL+] ]

Increase the size of selected text by one point.

CTRL+[ [

Decrease the size of selected text by one point.

ESC

Exit reading layout view.

### [References, footnotes, and endnotes](#)

ALT+SHIFT+O

Mark a table of contents entry.

ALT+SHIFT+I

Mark a table of authorities entry (citation).

ALT+SHIFT+X

Mark an index entry.

ALT+CTRL+F

Insert a footnote.

ALT+CTRL+D

Insert an endnote.

### [Working with Web pages](#)

CTRL+K

Insert a [hyperlink](#) (hyperlink: Colored and underlined text or a graphic that you click to go to a file, a location in a file, a Web page on the World Wide Web, or a Web page on an intranet. Hyperlinks can also go to newsgroups and to Gopher, Telnet, and FTP sites.).

ALT+LEFT ARROW

Go back one page.

ALT+RIGHT ARROW

Go forward one page.

F9

Refresh.

**Note** To use keys to go back or forward one page or to refresh a page, the **Web** toolbar must be showing. If the **Web** toolbar is not showing, press ALT, press V, press T, use the arrow keys to select **Web**, and then press ENTER.

## Editing and moving text and graphics

### Delete text and graphics

#### 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 Office Clipboard.

#### CTRL+Z

Undo the last action.

#### CTRL+F3

Cut to the [Spike](#) (Spike: A special AutoText entry that stores multiple deletions. Microsoft Word appends one item to another until you paste the contents as a group in a new location in your document. You can also use the Microsoft Office Clipboard to get the same result.).

### Copy and move text and graphics

#### CTRL+C

Copy text or graphics.

#### CTRL+C, CTRL+C

Display the Office Clipboard.

#### F2 (then move the insertion point and press ENTER)

Move text or graphics.

#### ALT+F3

Create [AutoText](#) (AutoText: A storage location for text or graphics you want to use again, such as a standard contract clause or a long distribution list. Each selection of text or graphics is recorded as an AutoText entry and is assigned a unique name.).

#### CTRL+V

Paste the Office Clipboard contents.

#### CTRL+SHIFT+F3

Paste the [Spike](#) (Spike: A special AutoText entry that stores multiple deletions. Microsoft Word appends one item to another until you paste the contents as a group in a new location in your document. You can also use the Microsoft Office Clipboard to get the same result.) contents.

#### ALT+SHIFT+R

Copy the header or footer used in the previous section of the document.

## [Insert special characters](#)

CTRL+F9

A field

ENTER (after typing the first few characters of the AutoText entry name and when the ScreenTip appears)

An [AutoText](#) (AutoText: A storage location for text or graphics you want to use again, such as a standard contract clause or a long distribution list. Each selection of text or graphics is recorded as an AutoText entry and is assigned a unique name.) entry

SHIFT+ENTER

A line break

CTRL+ENTER

A page break

CTRL+SHIFT+ENTER

A section break

ALT+CTRL+MINUS SIGN

An em dash

CTRL+MINUS SIGN

An en dash

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

CTRL+`,`

A single opening quotation mark

CTRL+`,`

A single closing quotation mark

CTRL+`,` , SHIFT+`

Double opening quotation marks

CTRL+`,` , SHIFT+`

Double closing quotation marks

## [Insert characters by using character codes](#)

*The character code, ALT+X*

The Unicode character for the specified Unicode (hexadecimal) character code.

For example, to insert the euro currency symbol ( € ), type **20AC**, and then hold down the ALT key and press X.

*ALT+the character code* (on the numeric keypad)

The [ANSI](#) (ANSI character set: An 8-bit character set used by Microsoft Windows that allows you to represent up to 256 characters (0 through 255) by using your keyboard. The ASCII character set is a subset of the ANSI set.) character for the specified ANSI (decimal) character code. For example, to insert the euro currency symbol, hold down the ALT key and press 0128 on the numeric keypad.

### Select text and graphics

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

### Select multiple areas that aren't next to each other

After making your first selection, hold down CTRL, and then select any other items you want.

### Extend a selection

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 on)

Increase the size of a selection.

SHIFT+F8

Reduce the size of a selection.

ESC

Turn extend mode off.

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

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.

### Select text and graphics in a table

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  
Remove the selection.  
ALT+5 on the numeric keypad (with NUM LOCK off)  
Select an entire table.

### Move the insertion point

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

After opening a document, to the location it was in when the document was last closed

### [Move around in a table](#)

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

### [Insert paragraphs and tab characters in a table](#)

ENTER

New paragraphs in a cell

CTRL+TAB

Tab characters in a cell

## **Character and paragraph formatting**

### [Copy formatting](#)

CTRL+SHIFT+C

Copy formatting from text.

CTRL+SHIFT+V

Apply copied formatting to text.

### [Change or resize the font](#)

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.

### [Apply character formats](#)

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.

### [View and copy text formats](#)

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.

### [Set line spacing](#)

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

### [Align paragraphs](#)

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.

### [Apply paragraph styles](#)

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.

## **Drawing objects and other objects**

### [Inserting and editing objects](#)

Insert an object by using the keyboard.

1. Use the keyboard to open the **Object** dialog box (**Insert** menu).
2. Use the DOWN ARROW key to select an object, and then tab to **OK**, and press ENTER.

Edit an object by using the keyboard.

1. With the insertion point to the left of the object in your document, select the object by pressing SHIFT+RIGHT ARROW.
2. Press SHIFT+F10.
3. Tab to **Object name Object**, press ENTER, and then press ENTER again.

### [Inserting and selecting drawing objects](#)

Insert an AutoShape by using the keyboard.

1. Use the keyboard to show the **Drawing** toolbar if it is not showing.
2. Press ALT+U to choose **AutoShape** on the **Drawing** toolbar.

3. Use the arrow keys to move through the categories of [AutoShapes](#) (AutoText: A storage location for text or graphics you want to use again, such as a standard contract clause or a long distribution list. Each selection of text or graphics is recorded as an AutoText entry and is assigned a unique name.) and select the AutoShape you want.
4. Press CTRL+ENTER.

**Note** To edit the AutoShape, select the AutoShape, and then use the keyboard to choose **AutoShape** on the **Format** menu. Select the options you want on the available tabs.

#### [Insert a text box by using the keyboard](#)

1. Use the keyboard to select **Text Box** on the **Insert** menu.
2. Use the right arrow key to open the submenu, select either **Horizontal** or **Vertical**, and then press CTRL+ENTER.
3. Type the text you want in the [text box](#) (text box: A movable, resizable container for text or graphics. Use text boxes to position several blocks of text on a page or to give text a different orientation from other text in the document.).
4. When you are finished typing and want to switch back to editing text in your document, press SHIFT+F10, choose **Exit Edit Text** on the [shortcut menu](#) (shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-click an item or press SHIFT+F10.), and then press ESC.

**Note** To format the text box (add a fill color or change the size, for example), select the text box, choose **Text Box** on the **Format** menu, and then select the options you want on the available tabs.

#### [Insert a WordArt drawing object by using the keyboard](#)

1. Use the keyboard to choose **WordArt** (**Insert** menu, **Picture** submenu).
2. Use the arrow keys to select the [WordArt](#) (WordArt: Text objects you create with ready-made effects to which you can apply additional formatting options.) style you want, and then press ENTER.
3. Type the text you want, and then use the TAB key to select other options in the dialog box.
4. Press ENTER to insert the WordArt [drawing object](#) (drawing object: Any graphic you draw or insert, which can be changed and enhanced. Drawing objects include AutoShapes, curves, lines, and WordArt.).

**Note** To edit the WordArt drawing object, select the object, choose **WordArt** on the **Format** menu, and then select the options you want on the available tabs.

#### [Select a drawing object by using the keyboard](#)

**If the insertion point is within text in your document, do the following:**

1. Press F10 to make the [menu bar](#) (menu bar: The horizontal bar below the title bar that contains the names of menus. A menu bar can be the built-in menu bar or a custom menu bar.) active.
2. Press CTRL+TAB until the **Drawing** toolbar is active.
3. Press the RIGHT ARROW key to choose **Select Objects**.
4. Press CTRL+ENTER to select the first [drawing object](#) (drawing object: Any graphic you draw or insert, which can be changed and enhanced. Drawing objects include AutoShapes, curves, lines, and WordArt.).
5. Press the TAB key to cycle forward (or SHIFT+TAB to cycle backward) through the objects until sizing handles appear on the object you want to select.

**If the insertion point is within text in a drawing object, do the following:**

1. Press SHIFT+F10, and then use the keyboard to choose **Exit Edit Text** on the shortcut menu.
2. Press the TAB key to cycle forward (or SHIFT+TAB to cycle backward) through the objects until sizing handles appear on the object you want to select.

**Note** To switch from selecting objects back to editing text in your document, press ESC.

## **Editing drawing objects**

### [Rotate a drawing object by using the keyboard](#)

1. Select the [drawing object](#) (drawing object: Any graphic you draw or insert, which can be changed and enhanced. Drawing objects include AutoShapes, curves, lines, and WordArt.) you want to rotate.
2. Use the keyboard to choose the command for the type of object you selected— for example, on the **Format** menu, choose **AutoShape** or **Text Box**— and then select the **Size** tab.
3. Under **Size and rotate**, use the TAB key to select **Rotation**, and then type the amount of rotation you want.

### [Change the position of a drawing object on a page by using the keyboard](#)

1. Select the [drawing object](#) (drawing object: Any graphic you draw or insert, which can be changed and enhanced. Drawing objects include AutoShapes, curves, lines, and WordArt.) you want to change.
2. Use the keyboard to choose the command for the type of object you selected— for example, on the **Format** menu, choose **AutoShape** or **Text Box**— and then select the **Layout** tab.

3. Select the options you want.

### Tip

You can nudge the selected object up, down, left, or right by holding down CTRL and pressing arrow keys.

### Change the size of a drawing object by using the keyboard

1. Select the [drawing object](#) (drawing object: Any graphic you draw or insert, which can be changed and enhanced. Drawing objects include AutoShapes, curves, lines, and WordArt.) you want to change.
2. Use the keyboard to choose the command for the type of object you selected— for example, on the **Format** menu, choose **AutoShape** or **Text Box**— and then select the **Size** tab.
3. Select the options you want.

### Copy the attributes of a drawing object by using the keyboard

1. Select the [drawing object](#) (drawing object: Any graphic you draw or insert, which can be changed and enhanced. Drawing objects include AutoShapes, curves, lines, and WordArt.) with the attributes you want to copy.

If you select an [AutoShape](#) (AutoShapes: A group of ready-made shapes that includes basic shapes, such as rectangles and circles, plus a variety of lines and connectors, block arrows, flowchart symbols, stars and banners, and callouts.) with attached text, you copy the look and style of the text as well as the attributes of the AutoShape.

2. Press CTRL+SHIFT+C to copy the object attributes.
3. Press the TAB key or SHIFT+TAB to select the object you want to copy the attributes to.
4. Press CTRL+SHIFT+V.

## Mail merge and fields

### Performing a mail merge

**Note** You must start the **Mail Merge** task pane (**Tools** menu, **Letters and Mailings** command, **Mail Merge** subcommand) before you can use these commands.

ALT+SHIFT+K

Preview a mail merge.  
ALT+SHIFT+N  
Merge a document.  
ALT+SHIFT+M  
Print the merged document.  
ALT+SHIFT+E  
Edit a mail-merge data document.  
ALT+SHIFT+F  
Insert a merge field.

### Working with fields

ALT+SHIFT+D  
Insert a DATE [field](#) (field: A set of codes that instructs Microsoft Word to insert text, graphics, page numbers, and other material into a document automatically. For example, the DATE field inserts the current date.).

ALT+CTRL+L  
Insert a LISTNUM field.

ALT+SHIFT+P  
Insert a PAGE field.

ALT+SHIFT+T  
Insert a TIME field.

CTRL+F9  
Insert an empty field.

CTRL+SHIFT+F7  
Update linked information in a Microsoft Word source document.

F9  
Update selected fields.

CTRL+SHIFT+F9  
Unlink a field.

SHIFT+F9  
Switch between a selected [field code](#) (field code: Placeholder text that shows where specified information from your data source will appear; the elements in a field that generate a field's result. The field code includes the field characters, field type, and instructions.) and its [result](#) (field results: Text or graphics inserted in a document when Microsoft Word carries out a field's instructions. When you print the document or hide field codes, the field results replace the field codes.).

ALT+F9  
Switch between all field codes and their results.

ALT+SHIFT+F9  
Run GOTOBUTTON or MACROBUTTON from the field that displays the field results.

F11  
Go to the next field.

SHIFT+F11  
Go to the previous field.

CTRL+F11

Lock a field.

CTRL+SHIFT+F11

Unlock a field.

## Key combinations

### Function keys

F1

Get Help or visit Microsoft Office Online.

F2

Move text or graphics.

F3

Insert an [AutoText](#) (AutoText: A storage location for text or graphics you want to use again, such as a standard contract clause or a long distribution list. Each selection of text or graphics is recorded as an AutoText entry and is assigned a unique name.) entry (after Microsoft Word displays the entry).

F4

Repeat the last action.

F5

Choose the **Go To** command (**Edit** menu).

F6

Go to the 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).

### SHIFT+Function key

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 the last change.  
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).

#### [CTRL+Function key](#)

CTRL+F2  
Choose the **Print Preview** command (**File** menu).  
CTRL+F3  
Cut to the [Spike](#) (Spike: A special AutoText entry that stores multiple deletions. Microsoft Word appends one item to another until you paste the contents as a group in a new location in your document. You can also use the Microsoft Office Clipboard to get the same result.).  
CTRL+F4  
Close the window.  
CTRL+F5  
Restore the document window size (for example, after maximizing it).  
CTRL+F6  
Go to the next window.  
CTRL+F7  
Choose the **Move** command (title bar shortcut menu).  
CTRL+F8  
Choose the **Size** command (title bar shortcut 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).

### [CTRL+SHIFT+Function key](#)

CTRL+SHIFT+F3

Insert the contents of the [Spike](#) (Spike: A special AutoText entry that stores multiple deletions. Microsoft Word appends one item to another until you paste the contents as a group in a new location in your document. You can also use the Microsoft Office Clipboard to get the same result.).

CTRL+SHIFT+F5

Edit a bookmark.

CTRL+SHIFT+F6

Go to the previous window.

CTRL+SHIFT+F7

Update linked information in a Microsoft Word source document.

CTRL+SHIFT+F8

Extend a selection or block (then press an arrow key).

CTRL+SHIFT+F9

Unlink a field.

CTRL+SHIFT+F11

Unlock a field.

CTRL+SHIFT+F12

Choose the **Print** command (**File** menu).

### [ALT+Function key](#)

ALT+F1

Go to the next field.

ALT+F3

Create an [AutoText](#) (AutoText: A storage location for text or graphics you want to use again, such as a standard contract clause or a long distribution list. Each selection of text or graphics is recorded as an AutoText entry and is assigned a unique name.) entry.

ALT+F4

Quit Microsoft Word.

ALT+F5

Restore the program window size.

ALT+F6

Move from an open dialog box back to the document for dialog boxes such as **Find and Replace** that support this behavior.

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.

#### [ALT+SHIFT+Function key](#)

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+F10  
Display the menu or message for a smart tag. If more than one smart tag is present, switch to the next smart tag and display its menu or message.  
ALT+SHIFT+F11  
Start the Microsoft Script Editor.

#### [CTRL+ALT+Function key](#)

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