



### Manage Word Documents

|                       |  |
|-----------------------|--|
| <b>Ctrl+N</b>         | Create new document                    |
| <b>Ctrl+O</b>         | Open document                          |
| <b>Ctrl+W</b>         | Close document                         |
| <b>Ctrl+S</b>         | Save document                          |
| <b>F12</b>            | Save document as                       |
| <b>Ctrl+P</b>         | Print document/ print preview          |
| <b>Ctrl+F6</b>        | Switch between multiple Word documents |
| <b>Alt, then f, r</b> | Open Recent (file, recent)             |

### Navigate within Documents

|   |  |
|---|--|
| <b>Arrow Left/Arrow Right</b>               | Jump one character to the left / to the right  |
| <b>Ctrl+Arrow Left/ Ctrl+Arrow Right</b>    | Jump one word to the left / to the right   |
| <b>End/Home</b>                             | Jump to the end of a line / beginning of a line  |
| <b>Arrow Down/Arrow Up</b>                  | Jump one line down / one line down up  |
| <b>Ctrl+Arrow Down/ Ctrl+Arrow Up</b>       | Jump one paragraph down / one paragraph up   |
| <b>Page Down/Page Up</b>                    | Jump one screen down/ one screen up  |
| <b>Alt+Ctrl+Page Down/ Alt+Ctrl+Page Up</b> | Jump to top / to bottom of visible window  |
| <b>Ctrl+End/Ctrl+Home</b>                   | Jump to end / to beginning of document   |
| <b>F6</b>                                   | Cycle through Ribbon/open panes/ Status Bar/document window  |
| <b>Ctrl+G/F5</b>                            | Go to a page, bookmark, footnote, table, comment, graphic, or other location   |
| <b>Alt+Ctrl+Z</b>                           | Go back to previously edited location in document (up to 4 places)   |
| <b>Shift+F5</b>                             | Go to a the last change or revision. Also works after opening document.  |
| <b>Ctrl+Shift+F5</b>                        | Set, go to and edit bookmarks  |
| <b>Alt+Ctrl+Home</b>                        | Set Browse Options. Press the arrow keys to select an option, and then press enter to browse through a document by using the selected option |
| <b>Ctrl+Page Down/ Ctrl+Page Up</b>         | Move to next / move to previous browser object as set in Browse Options  |

### Select Text

|  |  |
|--|--|
| <b>Shift+Arrow Right/ Shift+Arrow Left</b> | Extend selection one character to the right / to the left      |
| <b>Ctrl+Shift+Arrow Right/Left</b>         | Extend selection one word to the right / to the left           |
| <b>Shift+End/ Shift+Home</b>               | Extend selection to the end / to beginning of a line           |
| <b>Shift+Arrow Down/ Up</b>                | Extend selection one line down / one line up                   |
| <b>Shift+Page Down/Up</b>                  | Extend selection one screen down / one screen up               |
| <b>Ctrl+Shift+End/ Ctrl+Shift+Home</b>     | Extend selection to end / to beginning of document             |
| <b>Alt+Ctrl+Shift+Page Down/Up</b>         | Extend selection to end / to beginning of visible window       |
| <b>Ctrl+A</b>                              | Extend selection to entire document                            |
| <b>Arrow Keys</b>                          | Cancel selection and return to beginning / to end of selection |
| <b>Arrow keys , Page up/Page Down</b>      | Extend selection in Extended Mode:                             |

### Undo, Copy and Paste

|                                  |   |
|----------------------------------|---|
| <b>Ctrl+Z</b>                    | Undo the last action  |
| <b>Ctrl+Y</b>                    | Redo the last action  |
| <b>Ctrl+C</b>                    | Copy selected text or object                                    |
| <b>Ctrl+X</b>                    | Cut selected text or object                                     |
| <b>Ctrl+V</b>                    | Paste selected text or object                                   |
| <b>Ctrl+Shift+C</b>              | Copy text format  |
| <b>Ctrl+Shift+V</b>              | Paste text format   |
| <b>Ctrl+Alt+V</b>                | Paste special   |
| <b>Ctrl+v, then Ctrl, then k</b> | Paste and keep Source Formatting                                |
| <b>Ctrl+v, then Ctrl, then t</b> | Paste and keep Text only  |
| <b>Ctrl+F3</b>                   | Cut to the Spike (separate clipboard)                           |
| <b>Ctrl+Shift+F3</b>             | Paste from the Spike  |
| <b>F3</b>                        | Paste AutoText ( after start typing)                            |
| <b>Alt+Shift+R</b>               | Copy the header or footer from previous section of the document |



## Special Characters

|   |                                      |
|---|--------------------------------------|
| <b>Alt+Ctrl+C</b>                             | Insert copyright symbol              |
| <b>Alt+Ctrl+R</b>                             | Insert registered trademark symbol   |
| <b>Alt+Ctrl+T</b>                             | Insert trademark symbol              |
| <b>Alt+Ctrl+. (Period)</b>                    | Insert horizontal ellipsis (...)     |
| <b>Alt+Ctrl+-</b>                             | Insert em dash                       |
| <b>Alt+Ctrl+[+]</b>                           | Insert en dash                       |
| <b>Alt, then n,u</b>                          | Insert Symbol (insert menu)          |
| <b>'/Ctrl+2x'</b>                             | Insert single opening quotation mark |
| <b>Ctrl+2x '</b>                              | Insert single closing quotation mark |
| <b>Type character code and press Alt+X</b>    | Insert Unicode character, e.g. 20ac  |
| <b>Select character and press alt+X</b>       | Transform character to Unicode       |
| <b>Alt+character code on numeric keyboard</b> | Insert ANSI character                |

## Breaks

|                              |  |
|------------------------------|--|
| <b>Enter</b>                 | Insert paragraph break                       |
| <b>Shift+Enter</b>           | Insert line break without breaking paragraph |
| <b>Ctrl+Enter</b>            | Insert page break                            |
| <b>Ctrl+Shift+Enter</b>      | Insert column break (break table)            |
| <b>Ctrl+Shift+Space</b>      | Insert nonbreaking space                     |
| <b>Ctrl+Shift+- (Hyphen)</b> | Insert nonbreaking hyphen                    |
| <b>Ctrl+-</b>                | Insert optional hyphen                       |

## Insert Text Elements

|                    |                      |
|--------------------|----------------------|
| <b>Alt+Ctrl+F</b>  | Insert a footnote    |
| <b>Alt+Ctrl+D</b>  | Insert an endnote    |
| <b>Ctrl+K</b>      | Insert a hyperlink   |
| <b>Alt+Shift+I</b> | Insert Citation Mark |
| <b>Alt+Shift+X</b> | Insert Index Mark    |
| <b>Alt+Shift+O</b> | Insert TOC Mark      |

## Move and Delete Text

|  |   |
|--|---|
| <b>F2, then move to position and press Enter</b>       | Move selected text to different position                              |
| <b>Shift+F2, then move to position and press Enter</b> | Copy selected text to different position                              |
| <b>Delete/Backspace</b>                                | Delete one character to the right / to the left (or delete selection) |
| <b>Ctrl+Delete/ Ctrl+Backspace</b>                     | Delete one word to the right / to the left                            |
| <b>Delete</b>  | Delete one character to the right or delete selection                 |
| <b>Ctrl+Shift+&lt;/ Ctrl+Shift+&gt;</b>                | Decrease / Increase font size one value                               |

## Format Text

|   |   |
|---|---|
| <b>Ctrl+D/Ctrl+Shift+K</b>              | Open the Font dialog box  |
| <b>Ctrl+Shift+&lt;/ Ctrl+Shift+&gt;</b> | Decrease / Increase font size one value                           |
| <b>Ctrl+[ /Ctrl+] ]</b>                 | Decrease / Increase font size one point                           |
| <b>Ctrl+B</b>                           | Apply/remove bold   |
| <b>Ctrl+I</b>                           | Apply/remove italic   |
| <b>Ctrl+U</b>                           | Apply/remove underline  |
| <b>Ctrl+=</b>                           | Apply/remove subscript  |
| <b>Ctrl+Shift+=</b>                     | Apply/remove superscript  |
| <b>Ctrl+Shift+C</b>                     | Copy formatting   |
| <b>Ctrl+Shift+V</b>                     | Paste formatting  |
| <b>Ctrl+Shift+D</b>                     | Apply/remove double-underline                                     |
| <b>Ctrl+Shift+W</b>                     | Apply/remove words underline (only words, no spaces)              |
| <b>Ctrl+Shift+H</b>                     | Apply/remove hidden formatting                                    |
| <b>Ctrl+Shift+A</b>                     | Apply/remove all capitals   |
| <b>Ctrl+Shift+K</b>                     | Apply/remove small capitals                                       |
| <b>Shift+F3</b>                         | Change between all upper-, first letter upper- and all lower-case |
| <b>Ctrl+d, then Alt+k and enter</b>     | Apply strike-through formatting (font dialog)                     |
| <b>Ctrl+Shift+Q</b>                     | Change the selection to the Symbol font                           |
| <b>Shift+F1</b>                         | Reveal Formatting (show all formats of selection)                 |
| <b>Ctrl+Alt+H</b>                       | Apply/remove Highlight Text Feature                               |



### Format Paragraphs

|                            |   |
|----------------------------|---|
| <b>Ctrl+R</b>              | Right-align paragraph   |
| <b>Ctrl+L</b>              | Left-align paragraph  |
| <b>Ctrl+E</b>              | Center-align paragraph  |
| <b>Ctrl+J</b>              | Justify-align paragraph                                       |
| <b>Ctrl+M/Ctrl+Shift+M</b> | Indent paragraph from the left and increase / decrease indent |
| <b>Ctrl+T</b>              | Increase hanging indent                                       |
| <b>Ctrl+Shift+T</b>        | Decrease hanging indent                                       |
| <b>Ctrl+1</b>              | Set line-spacing to single-space                              |
| <b>Ctrl+2</b>              | Set line-spacing to double-space                              |
| <b>Ctrl+5</b>              | Set line-spacing to 1.5                                       |
| <b>Ctrl+0 (zero)</b>       | Add or remove one line space preceding a paragraph            |

### Styles

|                                   |   |
|-----------------------------------|---|
| <b>Alt+Ctrl+Shift+S</b>           | Open or close Styles task pane  |
| <b>Alt+Ctrl+1</b>                 | Apply Heading 1 style   |
| <b>Alt+Ctrl+2</b>                 | Apply Heading 2 style   |
| <b>Alt+Ctrl+3</b>                 | Apply Heading 3 style   |
| <b>Alt+Shift+Arrow Right/Left</b> | Promote / demote Headings   |
| <b>Ctrl+Space</b>                 | Remove all manual styles  |
| <b>Ctrl+Shift+N</b>               | Apply Normal style  |
| <b>Ctrl+Shift+S</b>               | Open Apply Styles task pane (will not close with pressing it a second time) |
| <b>Alt+Ctrl+K</b>                 | Start Auto Format   |

### Search and Replace

|  |   |
|--|---|
| <b>Ctrl+H</b>                          | Open traditional find and replace window          |
| <b>Ctrl+h, then Alt+D</b>              | Open traditional find window                      |
| <b>Alt+Ctrl+y, /Shift+F4</b>           | Repeat last find after closing find window        |
| <b>Ctrl+Tab</b>                        | Jump between find menu and document               |
| <b>Alt+Space, Arrow keys and Enter</b> | Move find menu window                             |
| <b>Esc</b>                             | Close traditional search window if active         |
| <b>Ctrl+F</b>                          | Open (new) search menu in navigation task pane    |
| <b>alt, then w,k</b>                   | Open and close Navigation pane (View, Navigation) |

### Manage Word View

|                          |  |
|--------------------------|--|
| <b>Alt+Ctrl+P</b>        | Switch to Print Layout view                                      |
| <b>Alt+Ctrl+O</b>        | Switch to Outline view   |
| <b>Alt+Ctrl+N</b>        | Switch to Draft view (used to be Normal view)                    |
| <b>Ctrl+scroll mouse</b> | Zoom in and zoom out   |
| <b>alt then w, q</b>     | Open Zoom Menu (no native shortcut exists for zoom in/ zoom out) |
| <b>Alt+Ctrl+S</b>        | Split the document window  |

### Ribbons

|                               |   |
|-------------------------------|---|
| <b>Ctrl+F1</b>                | Show or hide the ribbon   |
| <b>F10/Alt</b>                | Select item in Ribbon   |
| <b>Esc</b>                    | Leave Ribbon or Submenu   |
| <b>Arrow Left/Arrow Right</b> | Move left or right between main Ribbon Menus if active  |
| <b>Arrow Keys</b>             | Move left/right/up/down between Ribbon Menus and Sub-Menus  |
| <b>Space/Enter</b>            | When in ribbon Open or activate selected item   |
| <b>minusNavigation Pane</b>   |   |
| <b>Alt, then w,k</b>          | Open and close Navigation pane (View, Navigation)   |
| <b>F6/Shift+F6</b>            | With Navigation Pane open: Switch forward / backwards between (1) Navigation Pane, (2) Bottom Taskbar, (3) Ribbon, and (4) Document |
| <b>Tab/Shift+Tab</b>          | In Navigation Pane: Move through Navigation Pane options  |

### Tables

|                               |   |
|-------------------------------|---|
| <b>Arrow Down/Up</b>          | Jump one row down / one row up                  |
| <b>Tab/Shift+Tab</b>          | Jump to (and select) next / previous table cell |
| <b>Alt+Home/Alt+End</b>       | Jump to first column/ jump to last column       |
| <b>Alt+Page Up/Down</b>       | Jump to first row / jump to last row            |
| <b>Ctrl+Arrow Left/ Right</b> | One cell to the left / to the right             |
| <b>Shift+End</b>              | Select current table cell                       |
| <b>end, then shift+Home</b>   | Select content of current table cell            |





### Edit Tables

|   |                                      |
|---|--------------------------------------|
| <b>Alt+Shift+Arrow Up/Down</b>                | Move current row up or down          |
| <b>In first column, press shift+End</b>       | Select row*                          |
| <b>In first row press alt+Shift+Page Down</b> | Select column                        |
| <b>Shift+Delete</b>                           | Delete rows* with rows selected      |
| <b>Shift+Delete</b>                           | Delete columns with columns selected |
| <b>Alt, j, l, d, r</b>                        | Delete row at cursor                 |
| <b>Alt, j, l, d, c</b>                        | Delete column at cursor              |
| <b>Alt, j, l, a</b>                           | Insert row above cursor              |
| <b>Alt, j, l, e</b>                           | Insert row below cursor              |
| <b>Alt, j, l, l</b>                           | Insert column to the left of cursor  |
| <b>Alt, j, l, r</b>                           | Insert column to the right of cursor |
| <b>Ctrl+Tab</b>                               | Insert tab character                 |
| <b>tab in last table cell</b>                 | Add row at the end                   |

\*Make sure selection extends past the last column which is number of columns +1. Word shows the selection extended next to the last column.

### Outline View

|  |  |
|--|--|
| <b>Ctrl+Shift+O</b>                            | Switch to Outline View   |
| <b>Tab/Shift+Tab</b>                           | Promote / Demote a paragraph (or Alt+Shift+Arrow Left/Arrow Right) |
| <b>Alt+Shift+Arrow Up/Alt+Shift+Arrow Down</b> | Move selected paragraphs up / down                                 |
| <b>Ctrl+Shift+N</b>                            | Demote to body text (set style to normal)                          |
| <b>Alt+Shift+[+]/Alt+Shift+[-]</b>             | Expand / Collapse text under a heading                             |
| <b>Alt+Shift+A</b>                             | Expand or collapse all text or headings                            |
| <b>[/ key on the numeric keypad]</b>           | Hide or display character formatting                               |
| <b>Alt+Shift+L</b>                             | Show the first line of body text or all body text                  |
| <b>Alt+Shift+1</b>                             | Show all headings with the Heading 1 style                         |
| <b>Alt+Shift+N</b>                             | Show all headings up to Heading n                                  |
| <b>Ctrl+Tab</b>                                | Insert a tab character   |

### Review Documents

|                     |   |
|---------------------|---|
| <b>F7</b>           | Choose the Spelling command                     |
| <b>Alt+Ctrl+M</b>   | Insert a comment                                |
| <b>Ctrl+Shift+E</b> | Turn change tracking on or off                  |
| <b>Alt+Shift+C</b>  | Close the Reviewing Pane if it is open.         |
| <b>Ctrl+Shift+*</b> | Display nonprinting characters.                 |
| <b>Alt+F10</b>      | Display the Selection and Visibility task pane. |
| <b>Ctrl+Shift+G</b> | Open the Word Count dialog box.                 |

### Print Documents

|                                       |   |
|---------------------------------------|---|
| <b>Ctrl+P</b>                         | Print a document (print preview)                            |
| <b>Esc</b>                            | Close print preview   |
| <b>Arrow keys, Page up /Page Down</b> | Move around the preview pages (with focus on preview page*) |
| <b>Ctrl+Home/Ctrl+End</b>             | Move to first page / last page (with focus on preview page) |

\*Except tabbing, there seems to be no shortcut to jump to preview page. Clicking on it with the mouse is an option

### Fields

|                                 |  |
|---------------------------------|--|
| <b>Alt+Shift+D</b>              | Insert current date (insert DATE field)                                      |
| <b>Alt+Shift+P</b>              | Insert page number (insert PAGE field)                                       |
| <b>Alt+Shift+T</b>              | Insert time (insert TIME field)  |
| <b>Alt+Ctrl+L</b>               | Insert LISTNUM field   |
| <b>Ctrl+F9</b>                  | Insert an empty field  |
| <b>Ctrl+Shift+L</b>             | Insert a LISTNUM field   |
| <b>Shift+F9</b>                 | Show or hide field code/result of selected field                             |
| <b>Alt+F9</b>                   | Show or hide field codes/results of all fields in document                   |
| <b>F9</b>                       | Update selected fields*  |
| <b>Alt+Shift+F9</b>             | Run GOTOBUTTON or MACROBUTTON from the field that displays the field results |
| <b>F11/Shift+F11</b>            | Go to the next field/ previous field   |
| <b>Ctrl+Shift+F7</b>            | Update linked information in a Microsoft Word source document                |
| <b>Ctrl+Shift+F9</b>            | Unlink a field   |
| <b>Ctrl+F11/ Ctrl+Shift+F11</b> | Lock a field / Unlock a field  |

\*to update all fields, select the complete document with ctrl+a, then update fields by pressing f9)