

# MICROSOFT WORD KEYBOARD SHORTCUTS

This is a list of the most commonly used shortcuts and does not contain all shortcuts available.

Action	Key Combination
Bold	[Ctrl] [B]
Center alignment	[Ctrl] [E]
Copy	[Ctrl] [C]
Cut	[Ctrl] [X]
Delete a word	[Ctrl] [Backspace] or [Ctrl] [Delete]
Find and replace	[Ctrl] [F]
Go to page, section, line, etc.	[Ctrl] [G]
Go to the beginning of the document	[Ctrl] [Home]
Go to the end of the document	[Ctrl] [End]
Insert a hyperlink	[Ctrl] [K]
Left alignment	[Ctrl] [L]
Italicize	[Ctrl] [I]
New document	[Ctrl] [N]
Open	[Ctrl] [O]
Paste	[Ctrl] [V]
Print	[Ctrl] [P]
Repeat your last action	[F4] or [Ctrl] [Y]
Right alignment	[Ctrl] [R]
Save	[Ctrl] [S]
Select all	[Ctrl] [A]
Underline	[Ctrl] [U]
Undo	[Ctrl] [Z]

## Function Keys

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]	<b>Go To</b> command ( <b>Edit</b> menu)
[F6]	Go to next pane or frame
[F7]	<b>Spelling</b> command ( <b>Tools</b> menu)
[F8]	Extend a selection
[F9]	Update selected fields
[F10]	Activate the menu bar
[F11]	Go to the next field
[F12]	<b>Save As</b> command ( <b>File</b> menu)
[Shift] [F1]	Start context-sensitive Help or reveal formatting

<b>Press</b>	<b>To</b>
[Shift] [F2]	Copy text
[Shift] [F3]	Change the case of letters
[Shift] [F4]	Repeat a <b>Find</b> or <b>Go To</b> action
[Shift] [F5]	Move to a previous revision (relocate)
[Shift] [F6]	Go to the previous pane or frame
[Shift] [F7]	<b>Thesaurus</b> command ( <b>Tools</b> menu, <b>Language</b> 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]	<b>Save</b> command ( <b>File</b> menu)
[Ctrl] [F2]	<b>Print Preview</b> command ( <b>File</b> 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]	<b>Move</b> command ( <b>Control</b> menu)
[Ctrl] [F8]	<b>Size</b> command (document <b>Control</b> menu)
[Ctrl] [F9]	Insert an empty field
[Ctrl] [F10]	Maximize the document window
[Ctrl] [F11]	Lock a field
[Ctrl] [F12]	<b>Open</b> command ( <b>File</b> menu)
[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]	<b>Print</b> command ( <b>File</b> menu)
[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 <b>Check spelling as you type</b> check box must be selected ( <b>Tools</b> menu, <b>Options</b> dialog box, <b>Spelling &amp; Grammar</b> 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] [F1]	Go to the previous field
[Alt] [Shift] [F2]	<b>Save</b> command ( <b>File</b> menu)
[Alt] [Shift] [F9]	Run GOTOBUTTON or MACROBUTTON from the field that displays the field results

Press	To
[Alt] [Shift] [F11]	Display Microsoft Visual Studio code
[Ctrl] [Alt] [F1]	Display Microsoft System Information
[Ctrl] [Alt] [F2]	<b>Open</b> command ( <b>File</b> menu)