

## USEFUL WORD KEYBOARD SHORTCUTS

This document details the keyboard shortcuts that can be used instead of the mouse. Unless specifically stated, the shortcuts do not use the numbers or symbols represented on the numeric keypad (NumPad).

| Action                             | Shortcut          |
|------------------------------------|-------------------|
| - (Non-breaking hyphen)            | Ctrl+Underline    |
| - (Optional hyphen)                | Ctrl+Hyphen       |
| ... (Ellipsis)                     | Alt+Ctrl+.        |
| ‘ (Single opening quote)           | Ctrl+` then `     |
| ’ (Single closing quote)           | Ctrl+' then '     |
| “ (Double opening quote)           | Ctrl+` then "     |
| ” (Double closing quote)           | Ctrl+' then "     |
| © (Copyright)                      | Alt+Ctrl+C        |
| ® (Registered trademark)           | Alt+Ctrl+R        |
| 1.5-line space paragraph           | Ctrl+5            |
| á                                  | Ctrl+' then a     |
| Á                                  | Ctrl+' then A     |
| à                                  | Ctrl+` then a     |
| À                                  | Ctrl+` then A     |
| â                                  | Ctrl+^ then a     |
| Â                                  | Ctrl+^ then A     |
| ä                                  | Ctrl+: then a     |
| Ä                                  | Ctrl+: then A     |
| ã                                  | Ctrl+~ then a     |
| Ã                                  | Ctrl+~ then A     |
| â                                  | Ctrl+@ then a     |
| Ă                                  | Ctrl+@ then a     |
| Activate Help button               | Shift+F1          |
| Activate menu bar                  | F10               |
| Add keyboard shortcut              | Alt+Ctrl+NumPad + |
| Add menu item                      | Alt+Ctrl+ =       |
| Add/Remove a Line Before Paragraph | Ctrl+0 (zero)     |
| æ                                  | Ctrl+& then a     |
| Æ                                  | Ctrl+& then A     |
| All Caps                           | Ctrl+Shift+A      |
| AutoText (2003 and earlier)        | Alt+Ctrl+V        |
| AutoText(2003 and earlier)         | F3                |
| Bold                               | Ctrl+B            |
| ç                                  | Ctrl+, then c     |
| Ç                                  | Ctrl+, then C     |
| Cancel                             | Esc               |
| Centre Paragraph                   | Ctrl+E            |
| Change Case                        | Shift+F3          |

| Action                            | Shortcut      |
|-----------------------------------|---------------|
| Check for Errors                  | Alt+Shift+K   |
| Clear manual character formatting | Ctrl+Spacebar |
| Clear manual character formatting | Ctrl+Shift+Z  |
| Clear manual paragraph formatting | Ctrl+Q        |
| Close window                      | Alt+Shift+C   |
| Copy                              | Ctrl+C        |
| Copy                              | Ctrl+Ins      |
| Copy Formatting                   | Ctrl+Shift+C  |
| Cut                               | Ctrl+X        |
| Cut                               | Shift+Del     |
| ð                                 | Ctrl+' then d |
| Ð                                 | Ctrl+' then D |
| Date                              | Alt+Shift+D   |
| Decrease hanging indent           | Ctrl+Shift+T  |
| Decrease font 1 point             | Ctrl+[        |
| Decrease font to next size        | Ctrl+<        |
| Delete character to the left      | Bksp          |
| Delete character to the right     | Del           |
| Delete next word                  | Ctrl+Del      |
| Delete previous word              | Ctrl+Bksp     |
| Double space paragraph            | Ctrl+2        |
| Double Underline                  | Ctrl+Shift+D  |
| é                                 | Ctrl+' then e |
| É                                 | Ctrl+' then E |
| è                                 | Ctrl+` then e |
| È                                 | Ctrl+` then E |
| ê                                 | Ctrl+^ then e |
| Ê                                 | Ctrl+^ then E |
| ë                                 | Ctrl+: then e |
| Ë                                 | Ctrl+: then E |
| Exit Word                         | Alt+F4        |
| Find                              | Ctrl+F        |
| Find Again                        | Alt+Ctrl+Y    |
| Find Again                        | Shift+F4      |
| Font Formatting/Spacing           | Ctrl+D        |
| Font List Box                     | Ctrl+Shift+F  |
| Font Size                         | Ctrl+Shift+P  |
| Go left one character             | ←             |

| Action                         | Shortcut       |
|--------------------------------|----------------|
| Go left one word               | Ctrl+←         |
| Go right one character         | →              |
| Go right one word              | Ctrl+→         |
| Go To                          | Ctrl+G         |
| Go To                          | F5             |
| Go to a specific location      | Arrow keys     |
| Go to beginning of document    | Ctrl+Home      |
| Go to beginning of line        | Home           |
| Go to beginning of row         | Alt+Home       |
| Go to beginning of row         | Alt+⇧+Home     |
| Go to bottom of window         | Ctrl+PgDn      |
| Go to end of document          | Ctrl+End       |
| Go to end of line              | End            |
| Go to Help System              | F1             |
| Go to next line                | ↓              |
| Go to next page                | Alt+Ctrl+PgDn  |
| Select down one line           | ⇧+↓            |
| Select down one page           | ⇧+PgDn         |
| Go to Previous Insertion Point | Alt+Ctrl+Z     |
| Go to Previous Insertion Point | ⇧+F5           |
| Go to previous line            | ↑              |
| Go to previous object          | Alt+↑          |
| Go to previous paragraph       | Ctrl+↑         |
| Go to top of window            | Ctrl+PgUp      |
| Go to next paragraph           | Ctrl+↓         |
| Go to next screen              | PgDn           |
| Go to previous frame or object | Alt+↑          |
| Hanging indent                 | Ctrl+T         |
| í                              | Ctrl+' then i  |
| Í                              | Ctrl+' then I  |
| ì                              | Ctrl+` then i  |
| Ì                              | Ctrl+` then I  |
| î                              | Ctrl+^ then i  |
| Î                              | Ctrl+^ then I  |
| ï                              | Ctrl)+: then i |
| Ï                              | Ctrl)+: then I |
| Increase Font 1 point          | Ctrl+]         |
| Increase Font to next size     | Ctrl+>         |
| Indent                         | Ctrl+M         |
| Italic                         | Ctrl+I         |
| Justify Paragraph              | Ctrl+J         |
| Left-Align Paragraph           | Ctrl+L         |
| Line Break                     | ⇧+Enter↵       |

| Action                                  | Shortcut        |
|---|-----------------|
| Link header/footer to preceding section | Alt+⇧+R         |
| Maximize document window                | Ctrl+F10        |
| Maximize Word window                    | Alt+F10         |
| Menu bar                                | Alt             |
| Move document window                    | Ctrl+F7         |
| Move text                               | F2              |
| ñ                                       | Ctrl+~ then n   |
| Ñ                                       | Ctrl+~ then N   |
| New file                                | Ctrl+N          |
| Non-Breaking Hyphen                     | Ctrl+⇧+ -       |
| Non-Breaking Space                      | Ctrl+⇧+Spacebar |
| Normal View                             | Alt+Ctrl+N      |
| ó                                       | Ctrl+' then o   |
| Ó                                       | Ctrl+' then O   |
| Ô                                       | Ctrl+^ then O   |
| ö                                       | Ctrl)+: then o  |
| Ö                                       | Ctrl)+: then O  |
| õ                                       | Ctrl+~ then o   |
| ò                                       | Ctrl+` then o   |
| Ò                                       | Ctrl+` then O   |
| ô                                       | Ctrl+^ then o   |
| Õ                                       | Ctrl+~ then O   |
| ø                                       | Ctrl+)/ then o  |
| Ø                                       | Ctrl+)/ then O  |
| œ                                       | Ctrl)+& then o  |
| Œ                                       | Ctrl)+& then O  |
| Open existing file                      | Ctrl+O          |
| Open existing file                      | Ctrl+F12        |
| Page Break                              | Ctrl+Enter↵     |
| Page/Print layout View                  | Alt+Ctrl+P      |
| Page Number                             | Alt+⇧+P         |
| Paste                                   | Ctrl+V          |
| Paste                                   | ⇧+Ins           |
| Paste Formatting                        | Ctrl+⇧+V        |
| Print                                   | Ctrl+P          |
| Print                                   | Ctrl+⇧+F12      |
| Print Preview                           | Alt+Ctrl+I      |
| Print Preview                           | Ctrl+F2         |
| Redo Undone Action                      | Alt+⇧+←Bksp     |
| Repeat Last Action                      | Alt+Enter↵      |
| Repeat Last Action                      | Ctrl+Y          |
| Repeat Last Action                      | F4              |
| Replace                                 | Ctrl+H          |

| Action   | Shortcut              |
|--|-----------------------|
| Right one character  | ⇧ Shift + ⇨           |
| Right-align  | Ctrl + R              |
| š  | Alt + Ctrl + ^ then s |
| Š  | Alt + Ctrl + ^ then S |
| Save   | Alt + ⇧ Shift + F2    |
| Save   | Ctrl + S              |
| Save   | ⇧ Shift + F12         |
| Save As  | F12                   |
| Select down one paragraph  | Ctrl + ⇧ Shift + ↓    |
| Select left one character  | ⇧ Shift + ⇐           |
| Select left one word   | Ctrl + ⇧ Shift + ⇐    |
| Select right one word  | Ctrl + ⇧ Shift + ⇨    |
| Select to beginning of document  | Ctrl + ⇧ Shift + Home |
| Select to beginning of line  | ⇧ Shift + Home        |
| Select to bottom of window   | Ctrl + ⇧ Shift + PgDn |
| Select to end of document  | Ctrl + ⇧ Shift + End  |
| Select to end of line  | ⇧ Shift + End         |
| Select to top of window  | Ctrl + ⇧ Shift + PgUp |
| Select up one line   | ⇧ Shift + ↑           |
| Select up one page   | ⇧ Shift + PgUp        |
| Select up one paragraph  | Ctrl + ⇧ Shift + ↑    |
| Select entire document   | Ctrl + A              |
| Select entire document   | Ctrl + NumPad5        |
| Select headers, footers, annotations, footnotes or endnotes (in their panes) | Ctrl + NumPad5        |
| Show Shortcut Menu   | ⇧ Shift + F10         |
| Show/Hide All Nonprinting Characters   | Ctrl + *              |
| Shrink selection   | ⇧ Shift + F8          |
| Single space paragraph   | Ctrl + I              |
| Small caps   | Ctrl + ⇧ Shift + K    |

| Action                            | Shortcut            |
|-----------------------------------|---------------------|
| Cut to Spike                      | Ctrl + F3           |
| Spell check                       | F7                  |
| Spike, Cut to                     | Ctrl + F3           |
| Spike, Paste from and empty       | Ctrl + ⇧ Shift + F3 |
| ß                                 | Ctrl + & then s     |
| Start extending selection         | F8                  |
| Subscript                         | Ctrl + =            |
| Superscript                       | Ctrl + +            |
| Thesaurus                         | ⇧ Shift + F7        |
| Time                              | Alt + ⇧ Shift + T   |
| ™ (Trademark)                     | Alt + Ctrl + T      |
| ú                                 | Ctrl + ' then u     |
| Ú                                 | Ctrl + ' then U     |
| ù                                 | Ctrl + ` then u     |
| Û                                 | Ctrl + ` then U     |
| û                                 | Ctrl + ^ then u     |
| Û                                 | Ctrl + ^ then U     |
| ü                                 | Ctrl + : then u     |
| Û                                 | Ctrl + : then U     |
| Underline                         | Ctrl + U            |
| Underline words only (not spaces) | Ctrl + ⇧ Shift + W  |
| Undo                              | Alt + ← Bksp        |
| Undo                              | Ctrl + Z            |
| Unindent                          | Ctrl + ⇧ Shift + M  |
| ý                                 | Ctrl + ' then y     |
| Ý                                 | Ctrl + ' then Y     |
| ÿ                                 | Ctrl + : then y     |
| ÿ                                 | Ctrl + : then Y     |