

Keyboard shortcuts for Word

 Hide All

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


To do this	Press
Display the Help task pane.	F1
Switch between the Help task pane and Word.	F6
Select the next item in the Help task pane.	TAB
Select the previous item in the Help task pane.	SHIFT+TAB
Perform the action for the selected item.	ENTER
In a table of contents, select the next and previous item, respectively.	DOWN ARROW and UP ARROW
In a table of contents, expand and collapse the selected item, respectively.	RIGHT ARROW and LEFT ARROW
Move back to the previous task pane.	ALT+LEFT ARROW
Move forward to the next task pane.	ALT+RIGHT ARROW
Open the menu of task panes.	CTRL+SPACEBAR
Close and reopen the current task pane.	CTRL+F1
Expand a +/- list.	RIGHT ARROW
Collapse a +/- list.	LEFT ARROW

In the Help window

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

Menus, toolbars, task panes, and dialog boxes

 Access and use menus and toolbars

To do this	Press
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.	F10 or ALT
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.	CTRL+TAB or CTRL+SHIFT+TAB
When a toolbar (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, press ALT and then SHIFT+F10.) or menu bar is selected, select the next or previous button or menu.	TAB or SHIFT+TAB
Open the selected menu, or perform the action for the selected button or command.	ENTER
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.	SHIFT+F10
Display the title bar shortcut menu.	ALT+SPACEBAR
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.	DOWN ARROW or UP ARROW
Select the menu to the left or right. When a submenu is open, switch between the main menu and the submenu.	LEFT ARROW or RIGHT ARROW
Select the first or last command on the menu or submenu.	HOME or END
Close an open menu. When a submenu is open, close only the submenu.	ESC
Open the selected menu.	SHIFT+DOWN ARROW
When a shortened menu is open, display the full set of commands.	CTRL+DOWN ARROW
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+= (equal sign)
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+- (dash key)
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.	ALT+CTRL++ (plus key on numeric keypad)

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

To do this	Press
Open the task pane or hide the current task pane.	CTRL+F1 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.
When a menu or toolbar (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, press ALT and then SHIFT+F10.) is active, move to a task pane. (You may need to press CTRL+TAB more than once.)	CTRL+TAB
Open the menu of task panes.	CTRL+SPACEBAR
Go to the Getting Started task pane.	ALT+HOME
Reverse the sequence of task panes you opened.	ALT+LEFT ARROW
Repeat the sequence of task panes you opened.	ALT+RIGHT ARROW
Close a menu if one is currently open, or go back to the document.	ESC
When a task pane is active, select the next or previous option in the task pane.	TAB or SHIFT+TAB
Move among choices in a selected submenu; move among certain options in a group of options.	DOWN ARROW or UP ARROW
Open the selected menu, or perform the action assigned to the selected button.	SPACEBAR or ENTER
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.	SHIFT+F10
When a menu or submenu is visible, select the first or last	HOME or END

command on the menu or submenu.

Scroll up or down in the selected gallery list.

Expand or collapse a collapsible item in the gallery list.

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

PAGE UP or PAGE DOWN

CTRL+RIGHT ARROW or CTRL+LEFT ARROW

CTRL+HOME or CTRL+END

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, press ALT and then SHIFT+F10.) 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

1. In the toolbar, press CTRL+SPACEBAR to display the **Toolbar Options** menu.
2. Select the **Move** command, and then press ENTER.
3. 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

1. In the task pane, press CTRL+SPACEBAR to display a menu of additional commands.
2. Use the DOWN ARROW key to select the **Size** command, and then press ENTER.
3. 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

1. In the task pane, press CTRL+SPACEBAR to display a menu of additional commands.
2. Use the DOWN ARROW key to select the **Move** command, and then press ENTER.
3. 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







To do this	Press
Move from an open dialog box back to the document for dialog boxes such as Find and Replace that support this behavior.	ALT+F6
Move to the next option or option group.	TAB
Move to the previous option or option group.	SHIFT+TAB
Switch to the next tab in a dialog box.	CTRL+TAB
Switch to the previous tab in a dialog box.	CTRL+SHIFT+TAB
Move between options in an open drop-down list, or between options in a group of options.	Arrow keys
Perform the action assigned to the selected button; check or clear the selected check box.	SPACEBAR
Open the list if it is closed and move to that option in the list.	First letter of an option in a drop-down list
Select an option; select or clear a check box.	ALT+ the letter underlined in an option
Open a selected drop-down list.	ALT+DOWN ARROW
Close a selected drop-down list; cancel a command and close a dialog box.	ESC
Run the selected command.	ENTER

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.

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

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

To do this	Press
Display the Open dialog box.	CTRL+F12
Display the Save As dialog box.	F12
Go to the previous folder ().	ALT+1
Open the folder up one level from the open folder (Up One Level button ).	ALT+2
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+3
Delete the selected folder or file (Delete button ).	ALT+4
Create a new subfolder in the open folder (Create New Folder button ).	ALT+5
Switch between List , Details , Properties , Preview Thumbnails , Tiles , and Icons views (click the arrow next to Views ).	ALT+6
Show the Tools menu (Tools button).	ALT+7 or ALT+L
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.	SHIFT+F10
Move between options or areas in the dialog box.	TAB
Open the Look in or Save in list.	F4 or ALT+I
Update the files visible in the Open or Save As dialog box (File menu).	F5

Quick reference





Common tasks done in a Microsoft Word document

To do this	Press
Create a nonbreaking space.	CTRL+SHIFT+SPACEBAR
Create a nonbreaking hyphen.	CTRL+HYPHEN
Make letters bold.	CTRL+B
Make letters italic.	CTRL+I
Make letters underline.	CTRL+U
Decrease font size.	CTRL+SHIFT+<
Increase font size.	CTRL+SHIFT+>
Remove paragraph or character formatting.	CTRL+SPACEBAR
Copy the selected text or object.	CTRL+C
Cut the selected text or object.	CTRL+X


Paste text or an object.	CTRL+V
Undo the last action.	CTRL+Z
Redo the last action.	CTRL+Y

Language bar

Speech and handwriting recognition

To do this	Press
Switch between languages or keyboard layouts.	Left ALT+SHIFT
Switch microphone on or off.	 +V
Switch between Voice Command mode and Dictation mode.	 +T
Display a list of correction alternatives.	 +C
Turn handwriting on or off.	 +H
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.	ALT+~
Turn Korean IME on 101 keyboard on or off.	Right ALT
Turn Chinese IME on 101 keyboard on or off.	CTRL+SPACEBAR

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.

To do this	Press
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.	ALT+S
Open the Address Book.	CTRL+SHIFT+B
When the insertion point is in the message header, check the names on the To, Cc, and Bcc lines against the Address Book.	ALT+K, CTRL+K
Open the Address Book in the To field.	ALT+. (period)
When the insertion point is in the message header, open the Address Book in the Cc field.	ALT+C
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+B
Go to the Subject field.	ALT+J
Open the Microsoft Outlook Message Options dialog box.	ALT+P
Create a message flag.	CTRL+SHIFT+G
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.	TAB
Select the previous field or button in the e-mail header.	SHIFT+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.	CTRL+TAB

Working with documents and Web pages

Create, view, and save documents

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

Find, replace, and browse through text

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

Undo and redo actions

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

Switch to another view

To do this	Press
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+P
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+O
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+CTRL+N
Switch to Reading View.	ALT+R
Expand or collapse subdocuments in a master document.	CTRL+\


Outline view

In outline view, press

To do this	Press
Promote a paragraph.	ALT+SHIFT+LEFT ARROW
Demote a paragraph.	ALT+SHIFT+RIGHT ARROW
Demote to body text.	CTRL+SHIFT+N
Move selected paragraphs up.	ALT+SHIFT+UP ARROW
Move selected paragraphs down.	ALT+SHIFT+DOWN ARROW
Expand text under a heading.	ALT+SHIFT+PLUS SIGN
Collapse text under a heading.	ALT+SHIFT+MINUS SIGN
Expand or collapse all text or headings.	ALT+SHIFT+A
Hide or display character formatting.	The slash (/) key on the numeric keypad
Show the first line of body text or all body text.	ALT+SHIFT+L
Show all headings with the Heading 1 style.	ALT+SHIFT+1
Show all headings up to Heading <i>n</i> .	ALT+SHIFT+ <i>n</i>
Insert a tab character.	CTRL+TAB

 Printing and previewing documents

To do this	Press
Print a document.	CTRL+P
Switch in or out of print preview (print preview : A view of a document as it will appear when you print it.).	ALT+CTRL+I
Move around the preview page when zoomed in.	Arrow keys
Move by one preview page when zoomed out.	PAGE UP or PAGE DOWN
Move to the first preview page when zoomed out.	CTRL+HOME
Move to the last preview page when zoomed out.	CTRL+END

 Reviewing documents

To do this	Press
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.).	ALT+CTRL+M
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.	CTRL+SHIFT+E
Close the Reviewing Pane if it is open.	ALT+SHIFT+C

 Reading layout view

To do this	Press
Go to beginning of document.	HOME
Go to end of document.	END
Go to page number.	Number, then ENTER
Increase the size of selected text by one point.	CTRL+]
Decrease the size of selected text by one point.	CTRL+[
Exit reading layout view.	ESC

 References, footnotes, and endnotes

To do this	Press
Mark a table of contents entry.	ALT+SHIFT+O
Mark a table of authorities entry (citation).	ALT+SHIFT+I
Mark an index entry.	ALT+SHIFT+X
Insert a footnote.	ALT+CTRL+F
Insert an endnote.	ALT+CTRL+D

 Working with Web pages

To do this	Press
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.).	CTRL+K
Go back one page.	ALT+LEFT ARROW
Go forward one page.	ALT+RIGHT ARROW
Refresh.	F9

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

To do this

Press

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

Copy and move text and graphics

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

Insert special characters

To do this	Press
A field	CTRL+F9
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	ENTER (after typing the first few characters of the AutoText entry name and when the ScreenTip appears)
A line break	SHIFT+ENTER
A page break	CTRL+ENTER
A section break	CTRL+SHIFT+ENTER
An em dash	ALT+CTRL+MINUS SIGN
An en dash	CTRL+MINUS SIGN
An optional hyphen	CTRL+HYPHEN
A nonbreaking hyphen	CTRL+SHIFT+HYPHEN
A nonbreaking space	CTRL+SHIFT+SPACEBAR
The copyright symbol	ALT+CTRL+C
The registered trademark symbol	ALT+CTRL+R
The trademark symbol	ALT+CTRL+T
An ellipsis	ALT+CTRL+PERIOD
A single opening quotation mark	CTRL+`, `
A single closing quotation mark	CTRL+', '
Double opening quotation marks	CTRL+`, SHIFT+'
Double closing quotation marks	CTRL+', SHIFT+'

Insert characters by using character codes

To do this	Press
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.	<i>The character code,</i> ALT+X
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.	ALT+ <i>the character code</i> (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](#)

To do this	Press
Turn extend mode on.	F8
Select the nearest character.	F8, and then press LEFT ARROW or RIGHT ARROW
Increase the size of a selection.	F8 (press once to select a word, twice to select a sentence, and so on)
Reduce the size of a selection.	SHIFT+F8
Turn extend mode off.	ESC
One character to the right	SHIFT+RIGHT ARROW
One character to the left	SHIFT+LEFT ARROW
To the end of a word	CTRL+SHIFT+RIGHT ARROW
To the beginning of a word	CTRL+SHIFT+LEFT ARROW
To the end of a line	SHIFT+END
To the beginning of a line	SHIFT+HOME
One line down	SHIFT+DOWN ARROW
One line up	SHIFT+UP ARROW
To the end of a paragraph	CTRL+SHIFT+DOWN ARROW
To the beginning of a paragraph	CTRL+SHIFT+UP ARROW
One screen down	SHIFT+PAGE DOWN
One screen up	SHIFT+PAGE UP
To the beginning of a document	CTRL+SHIFT+HOME
To the end of a document	CTRL+SHIFT+END
To the end of a window	ALT+CTRL+SHIFT+PAGE DOWN
To include the entire document	CTRL+A
A vertical block of text	CTRL+SHIFT+F8, and then use the arrow keys; press ESC to cancel selection mode
To a specific location in a document	F8+arrow keys; press ESC to cancel selection mode

 [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](#)

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

 [Move the insertion point](#)**To do this****Press**

One character to the left	LEFT ARROW
One character to the right	RIGHT ARROW
One word to the left	CTRL+LEFT ARROW
One word to the right	CTRL+RIGHT ARROW
One paragraph up	CTRL+UP ARROW
One paragraph down	CTRL+DOWN ARROW
One cell to the left (in a table)	SHIFT+TAB
One cell to the right (in a table)	TAB
Up one line	UP ARROW
Down one line	DOWN ARROW
To the end of a line	END
To the beginning of a line	HOME
To the top of the window	ALT+CTRL+PAGE UP
To the end of the window	ALT+CTRL+PAGE DOWN
Up one screen (scrolling)	PAGE UP
Down one screen (scrolling)	PAGE DOWN
To the top of the next page	CTRL+PAGE DOWN
To the top of the previous page	CTRL+PAGE UP
To the end of a document	CTRL+END
To the beginning of a document	CTRL+HOME
To a previous revision	SHIFT+F5
After opening a document, to the location it was in when the document was last closed	SHIFT+F5

Move around in a table

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

Insert paragraphs and tab characters in a table

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

Character and paragraph formatting

Copy formatting

To do this	Press
Copy formatting from text.	CTRL+SHIFT+C
Apply copied formatting to text.	CTRL+SHIFT+V

Change or resize the font

To do this	Press
Change the font.	CTRL+SHIFT+F
Change the font size.	CTRL+SHIFT+P
Increase the font size.	CTRL+SHIFT+>
Decrease the font size.	CTRL+SHIFT+<

Increase the font size by 1 point. CTRL+]

Decrease the font size by 1 point. CTRL+[

Apply character formats

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

View and copy text formats

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

Set line spacing

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

Align paragraphs

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

Apply paragraph styles

To do this	Press
Apply a style.	CTRL+SHIFT+S
Start AutoFormat.	ALT+CTRL+K
Apply the Normal style.	CTRL+SHIFT+N

- Apply the Heading 1 style. ALT+CTRL+1
- Apply the Heading 2 style. ALT+CTRL+2
- Apply the Heading 3 style. ALT+CTRL+3
- Apply the List style. CTRL+SHIFT+L

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.

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

Working with fields

To do this	Press
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+SHIFT+D
Insert a LISTNUM field .	ALT+CTRL+L
Insert a PAGE field .	ALT+SHIFT+P
Insert a TIME field .	ALT+SHIFT+T
Insert an empty field.	CTRL+F9
Update linked information in a Microsoft Word source document.	CTRL+SHIFT+F7
Update selected fields.	F9
Unlink a field.	CTRL+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.).	SHIFT+F9
Switch between all field codes and their results.	ALT+F9
Run GOTOBUTTON or MACROBUTTON from the field that displays the field results.	ALT+SHIFT+F9
Go to the next field.	F11
Go to the previous field.	SHIFT+F11
Lock a field.	CTRL+F11
Unlock a field.	CTRL+SHIFT+F11

Key combinations

Function keys

To do this	Press
Get Help or visit Microsoft Office Online.	F1
Move text or graphics.	F2
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).	F3
Repeat the last action.	F4
Choose the Go To command (Edit menu).	F5
Go to the next pane or frame.	F6
Choose the Spelling command (Tools menu).	F7
Extend a selection.	F8
Update selected fields.	F9
Activate the menu bar.	F10
Go to the next field.	F11
Choose the Save As command (File menu).	F12

SHIFT+Function key

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

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

CTRL+Function key

To do this	Press
Choose the Print Preview command (File menu).	CTRL+F2
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+F3
Close the window.	CTRL+F4
Restore the document window size (for example, after maximizing it).	CTRL+F5
Go to the next window.	CTRL+F6
Choose the Move command (title bar shortcut menu).	CTRL+F7
Choose the Size command (title bar shortcut menu).	CTRL+F8
Insert an empty field.	CTRL+F9
Maximize the document window.	CTRL+F10
Lock a field.	CTRL+F11
Choose the Open command (File menu).	CTRL+F12

CTRL+SHIFT+Function key

To do this	Press
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+F3
Edit a bookmark.	CTRL+SHIFT+F5
Go to the previous window.	CTRL+SHIFT+F6
Update linked information in a Microsoft Word source document.	CTRL+SHIFT+F7
Extend a selection or block (then press an arrow key).	CTRL+SHIFT+F8
Unlink a field.	CTRL+SHIFT+F9
Unlock a field.	CTRL+SHIFT+F11
Choose the Print command (File menu).	CTRL+SHIFT+F12

ALT+Function key

To do this	Press
Go to the next field.	ALT+F1
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+F3
Quit Microsoft Word.	ALT+F4
Restore the program window size.	ALT+F5
Move from an open dialog box back to the document for dialog boxes such as Find and Replace that support this behavior.	ALT+F6
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+F7
Run a macro.	ALT+F8
Switch between all field codes and their results.	ALT+F9
Maximize the program window.	ALT+F10
Display Microsoft Visual Basic code.	ALT+F11

ALT+SHIFT+Function key

To do this

Go to the previous field.

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

Run GOTOBUTTON or MACROBUTTON from the field that displays the field results.

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.

Start the Microsoft Script Editor.

Press

ALT+SHIFT+F1

ALT+SHIFT+F2

ALT+SHIFT+F9

ALT+SHIFT+F10

ALT+SHIFT+F11

 [CTRL+ALT+Function key](#)

To do this**Press**

Display Microsoft System Information. CTRL+ALT+F1

Open command (**File** menu). CTRL+ALT+F2

 [See Also](#)

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