

Word Keyboard Shortcuts (PC Version)

Quick Reference Guide

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Common

Adjust Zoom Magnification	ALT, W, Q
Align text left/right	CTRL, L or R
Apply bold formatting	CTRL, B
Apply italic formatting	CTRL, I
Apply underline formatting	CTRL, U
Cancel command	ESC
Center text	CTRL, E
Close document	CTRL, W
Close Word	ALT, F4
Copy selection	CTRL, C
Create new document	CTRL, N
Cut selected content	CTRL, X
Decrease/increase font size (1 point)	CTRL, [or]
Find next spelling/grammatical error	ALT, F7
Open document	CTRL, O
Open Editor pane (Spelling/Grammar)	F7
Open Help pane	F1
Open Thesaurus pane	SHIFT, F7
Paste selection	CTRL, V
Print document	CTRL, P
Redo action	CTRL, Y
Remove document window split	ALT, SHIFT, C
Save As dialog box	F12
Save document	CTRL, S
Select all document content	CTRL, A
Split document window	CTRL, ALT, S
Switch to next open document	CTRL, F6
Switch to previous open document	CTRL, SHIFT, F6
Undo action	CTRL, Z

Editing Text and Graphics

Copy header/footer (previous section)	ALT, SHIFT, R
Copy selection to new location	SHIFT, F2, Move, ENTER
Copy selected formatting*	CTRL, ALT, C
Copy selection	CTRL, C
Create new Building Block from selection	ALT, F3
Cut selection	CTRL, X
Delete one word to left	CTRL, BACKSPACE

* Older versions use **CTRL+SHIFT+C**

Delete one word to right	CTRL, DELETE
Display Object dialog box	ALT, N, J, J
Display Find/Replace dialog box	CTRL, H
Insert Building Block	Building Block Name, F3
Insert SmartArt graphic	ALT, N, M
Insert WordArt graphic	ALT, N, W
Move selected content	F2, Move cursor, ENTER
Open Clipboard task pane	ALT, H, E, O
Paste selected formatting*	CTRL, ALT, V
Paste selection	CTRL, V
*Older versions use CTRL+SHIFT+V	

Formatting Characters

Add bulleted list	CTRL, SHIFT, L
Apply bold formatting	CTRL, B
Apply double underline formatting	CTRL, SHIFT, D
Apply italic formatting	CTRL, I
Apply small caps formatting	CTRL, SHIFT, K
Apply subscript formatting	CTRL, =
Apply superscript formatting	CTRL, SHIFT, +
Apply underline formatting	CTRL, U
Apply underline formatting (words only)	CTRL, SHIFT, W
Change selected text to Symbol font	CTRL, SHIFT, Q
Change text to all upper case	CTRL, SHIFT, A
Decrease/increase font size (1 pt)	CTRL, [or]
Decrease/increase font size (2 pts)	CTRL, SHIFT, < or >
Display Font dialog box	CTRL, D
Display nonprinting characters*	CTRL, SHIFT, 8
Display Reveal Formatting task pane	SHIFT, F1
Hide selected text	CTRL, SHIFT, H
Remove manual character formatting	CTRL, SPACE
Switch between upper/lower/title case	SHIFT, F3

* Do not use numeric keypad

Formatting Paragraphs

Add/remove space before paragraph	CTRL, 0 (zero)
Align paragraph to left	CTRL, L
Align paragraph to right	CTRL, R
Apply 1.5-line spacing to paragraph	CTRL, 5
Apply double spacing to paragraph	CTRL, 2

GUIDE KEY

NEXT TO ONE, ANOTHER	SEPARATED BY COMMAS
CTRL, C	ALT, S, O, N
Press together (C+S+C)	Press and release one at a time, in order

Apply single spacing to paragraph	CTRL, 1
Apply style: Heading 1 to 3	CTRL, ALT, 1-3
Apply style: Normal	CTRL, SHIFT, N
Center paragraph	CTRL, E
Create hanging indent	CTRL, T
Display Apply Styles task pane	CTRL, SHIFT, S
Display Styles task pane	CTRL, ALT, SHIFT, S
Enable AutoFormat	CTRL, ALT, K
Indent paragraph	CTRL, M
Justify paragraph	CTRL, J
Remove hanging indent	CTRL, SHIFT, T
Remove paragraph formatting	CTRL, Q
Remove paragraph indent	CTRL, SHIFT, M

Mail Merges (Mailings tab must be selected)

Edit mail merge data document	ALT, SHIFT, E
Go to next field	F11
Go to previous field	SHIFT, F11
Insert DATE field	ALT, SHIFT, D
Insert empty field	CTRL, F9
Insert LISTNUM field	CTRL, ALT, L
Insert merge field	ALT, SHIFT, F
Insert PAGE field	ALT, SHIFT, P
Insert TIME field	ALT, SHIFT, T
Lock field	CTRL, F11
Merge document	ALT, SHIFT, N
Preview mail merge	ALT, SHIFT, K
Print merged document	ALT, SHIFT, M
Toggle all field codes and their results	ALT, F9
Toggle single field code and its result	SHIFT, F9
Unlink field	CTRL, SHIFT, F9
Unlock field	CTRL, SHIFT, F11
Update selected fields or links	F9

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Microsoft Analysis Reference Instructions Shortcuts

Lei Shi



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