

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) **ALT + 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 **F32**

Save document **CTRL + S**

Select all document content **CTRL + A**

Split document window **CTRL + ALT + S**

Switch to next open document **CTRL + PGDN**

Switch to previous open document **CTRL + SHIFT + PGDN**

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 + P, L, 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, F10**

Paste selected formatting* **CTRL + ALT + V**

Paste selection **CTRL + 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**

Change selected text to Symbol font **CTRL + SHIFT + W**

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 + B**

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**

Formatting Paragraphs

Add/remove space before paragraph **CTRL + O (space)**

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**

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GUIDE KEY

NEXT TO ONE ANOTHER

CTRL + C

Press together (CTRL+C)

SEPARATED BY COMMAS

ALT + S, O, N

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 + E**

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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Joe Kraynak

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