

# Word Keyboard Shortcuts (PC Version)

## Quick Reference Guide

Comprehensive video training & instruction manuals available at [www.teachucomp.com](http://www.teachucomp.com)

### 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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# Microsoft 2013 Shortcuts Guide

**Gary B. Shelly, Thomas J.  
Cashman, Susan L. Sebok**

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**The Shortcut Guide to Storage Considerations for Microsoft SharePoint** Don Jones,2011-12    *The Complete Idiot's Guide to Microsoft Office 97* Joe Kraynak,1998 You're a smart person who wants to stay ahead in the corporate world You know that using Office 97 is what you need to do but that could mean struggling through piles of technical manuals Push aside those overweight books The Complete Idiot's Guide to Microsoft Office 97 Second Edition feeds you a low fat diet of Office 97 that's easy to swallow and easy to digest Its lighthearted approach is perfect for new and experienced users who need to quickly take advantage of the best that Office 97 has to offer So bypass fat heavy books Learning to be productive and efficient in Office will be a breeze    *Absolute Beginner's Guide to Microsoft Office Access 2003* Mike Gunderloy,Susan Sales Harkins,2003 Provides an overview of the features and functions of the program discussing such topics as building queries importing and exporting data creating reports securing a database and distributing an Access application    **A Guide to Microsoft Office XP Professional for Windows** Bruce Presley,2002    *Quick Reference Guide for Microsoft Office for Windows 95* ,1996    **Microsoft Office Advanced Concepts and Techniques** Gary B. Shelly,Thomas J. Cashman,1995 Microsoft Word 6 for windows Microsoft Excel 5 Microsoft Access 2 Microsoft powerpoint 4    *The Compact Guide to Microsoft Office Professional* Ron Mansfield,1994 An all in one one stop guide to Microsoft's popular program suite this book explores the essentials of Word 6 for Windows Excel 5 PowerPoint 4 Access 2 and Mail and provides detailed information on integrating these applications Written in a relaxed entertaining style the book is chock full of practical real world examples    **Microsoft Office Excel 2003 QuickSteps** John Cronan,2004-02-17 Brace yourself because here comes QuickSteps The fast easy accessible information on Excel 2003 in a full color cookbook style format Provides answers to all of your How do I questions in a concise and meaningful way Lengthwise page layout allows for easy page viewing Useful tips and cautions are displayed in the margins so that they don't break the flow of the quick steps themselves    *Microsoft Office XP Developer's Guide* Microsoft Corporation,2001 Exploit powerfully enhanced programmability in Office XP with authoritative information straight from the Microsoft Office development team This hardcore programming reference comes packed with practical roll up your sleeves resources to help you maximize your productivity with development tools for Microsoft Office including the Microsoft Visual Basic RM 6.0 and Microsoft Visual C RM development systems This guide includes coverage of Workflow Solutions for Microsoft SQL Server TM and Microsoft Exchange offering both design and coding examples plus API level coding examples It also covers enhanced support in Microsoft Office XP for Web enabled information sharing and XML Use this incisive coverage to build on what you know and to accomplish everything from automating individual tasks to creating complex vertical market applications Each chapter presents dozens of code examples that illustrate the discussion And the companion CD ROM contains hundreds of procedures you can use right now helping you to focus your creativity on designing solutions rather than on building rudimentary code It's everything you need to

create better business solutions faster [Windows NT Scripting Administrator's Guide](#) William R. Stanek,1999 In this concise professional reference expert author Stanek introduces readers to Scripting Host the new automation feature and shows how to put it to work with the VBScript or JScript scripting languages In addition Stanek thoroughly explains how to use the older Windows NT shell command language to automate tasks not yet possible with Windows Scripting Host [The Compact Guide to Microsoft Office](#) Ron Mansfield,1994 An all in one one stop guide to Microsoft's popular program suite It explores the essentials of Word for Windows Excel PowerPoint and Mail Both an illustrated tutorial and reference the guide introduces readers to each of the component products and offers information on everything from working in the Windows environment to producing integrated documents that combine spreadsheets graphics and text Integrated Software

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### **Table of Contents Microsoft 2013 Shortcuts Guide**

1. Understanding the eBook Microsoft 2013 Shortcuts Guide
  - The Rise of Digital Reading Microsoft 2013 Shortcuts Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft 2013 Shortcuts Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft 2013 Shortcuts Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft 2013 Shortcuts Guide

- Personalized Recommendations
- Microsoft 2013 Shortcuts Guide User Reviews and Ratings
- Microsoft 2013 Shortcuts Guide and Bestseller Lists

5. Accessing Microsoft 2013 Shortcuts Guide Free and Paid eBooks

- Microsoft 2013 Shortcuts Guide Public Domain eBooks
- Microsoft 2013 Shortcuts Guide eBook Subscription Services
- Microsoft 2013 Shortcuts Guide Budget-Friendly Options

6. Navigating Microsoft 2013 Shortcuts Guide eBook Formats

- ePub, PDF, MOBI, and More
- Microsoft 2013 Shortcuts Guide Compatibility with Devices
- Microsoft 2013 Shortcuts Guide Enhanced eBook Features

7. Enhancing Your Reading Experience

- Adjustable Fonts and Text Sizes of Microsoft 2013 Shortcuts Guide
- Highlighting and Note-Taking Microsoft 2013 Shortcuts Guide
- Interactive Elements Microsoft 2013 Shortcuts Guide

8. Staying Engaged with Microsoft 2013 Shortcuts Guide

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Microsoft 2013 Shortcuts Guide

9. Balancing eBooks and Physical Books Microsoft 2013 Shortcuts Guide

- Benefits of a Digital Library
- Creating a Diverse Reading Collection Microsoft 2013 Shortcuts Guide

10. Overcoming Reading Challenges

- Dealing with Digital Eye Strain
- Minimizing Distractions
- Managing Screen Time

11. Cultivating a Reading Routine Microsoft 2013 Shortcuts Guide

- Setting Reading Goals Microsoft 2013 Shortcuts Guide
- Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Microsoft 2013 Shortcuts Guide

- Fact-Checking eBook Content of Microsoft 2013 Shortcuts Guide
- Distinguishing Credible Sources

### 13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

### 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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