

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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Ron Mansfield

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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

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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

Microsoft Office 2013 Essentials Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix,Beezix Software Services, Inc,2013-02-07 Laminated quick

reference card showing step by step instructions and shortcuts for how to use features of Microsoft Office 2013 that are common to Word Excel Drag Drop Changing Text Font and Size Enhancing Text Bold Italic Formatting with the Mini Toolbar Undoing Redoing Actions Repeating an Action Changing AutoCorrect Behavior Adding Pictures Adding SmartArt Working with Windows Switching between Open Windows Arranging Multiple Windows Saving a PDF Sending a Document as an E mail Attachment PDF or Link File Formats Compatibility with Previous Versions Also includes a list of keyboard shortcuts common to Word Excel PowerPoint

South-Western Microsoft Office 2000 Curriculum Guide Reidel,1999-05-28 This Curriculum Guide is a supplementary instructional tool designed for users of South Western texts about Microsoft Office 2000 This guide provides all the information necessary for a complete curriculum for this popular suite of applications Different areas covered include Word Excel Access PowerPoint Outlook FrontPage and Publisher Three different series are covered as curriculums South Western series QuickTorial series and the Napier and Judd series Users will also find the basic facts about Microsoft Office User Specialist MOUS certification

Microsoft Office Power Point 2003 Basic David W. Beskeen,2004-04 Help users master computer skills quickly and easily with this colorful highly visual Illustrated Course Guide for PowerPoint 2003 Lessons are presented in an easy to follow 2 page spread that introduces step by step instructions on the left page and large screenshots and illustrations on the right This signature streamlined approach allows continuing education students learn quickly while also serving as an excellent reference tool

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Microsoft PowerPoint 2002 Gary B. Shelly,Thomas J. Cashman,Susan L. Sebok,2002 Part of the highly successful Shelly Cashman Series this book provides comprehensive instruction on PowerPoint 2002

Microsoft Office for Windows 95 Resource Kit Microsoft Corporation,1995 This exclusive Microsoft collection

provides a detailed technical resource on Office for Windows 95 and its component applications for system administrators and other computer professionals rolling out and administering Office 95 throughout an organization whether for local or distributed installations Valuable source code tools and utilities are included on three disks **Microsoft Office**

PowerPoint 2003 David W. Beskeen,2005-04 The visual and flexible way to learn Microsoft PowerPoint skills *Microsoft Office 2003 - Illustrated Introductory, Premium Edition* Jennifer Duffy,David Beskeen,Elizabeth Eisner Reding,Lisa Friedrichsen,Carol M. Cram,2006-02 The Illustrated Series offers a highly visual easy to follow approach to learning Office 2003 skills This Premium Edition offers an integrated training solution to help students learn and reinforce key Office skills

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