

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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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 6.0 and Microsoft Visual C++ development systems. This guide includes coverage of Workflow Solutions for Microsoft SQL Server™ 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

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

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