

# 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

**CTRL + 1**

**CTRL + ALT + 1-3**

**CTRL + SHIFT + N**

**CTRL + E**

**CTRL + T**

**CTRL + SHIFT + S**

**CTRL + ALT + SHIFT + S**

**CTRL + ALT + K**

**CTRL + M**

**CTRL + J**

**CTRL + SHIFT + T**

**CTRL + Q**

**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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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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