Microsoft Word Shortcuts

Create, save, print and view documents

Shortcut	What it does
Ctrl+N	Starts a new blank document.
Ctrl+O	Displays the Open dialog box.
Ctrl+W	Closes the active document.
Ctrl+S	Save a document.
Ctrl+P	Displays the Print dialog box.
Alt+Crtl+I	Switch to and from Print Preview view.
Alt+Ctrl+P	Switch to Print Layout view.
Alt+Ctrl+O	Switch to Outline view.
Alt+Ctrl+N	Switch to Draft view.

Find, replace, and browse through text

Shortcut	What it does
Ctrl+F	Displays the Find dialog box.
Alt+Ctrl+Y	Repeats a find (after closing Find and Replace window).
Ctrl+H	Displays the Replace dialog box.
Ctrl+G	Displays the Go To dialog box.
Alt+Ctrl+Z	Switches between the last four places that you have edited.
Ctrl+Page Up	Moves to the previous edit location.
Ctrl+Page Down	Moves to the next edit location.

Edit and move text and graphics

Shortcut	What it does
Backspace	Deletes one character to the left.
Ctrl+Backspace	Deletes one word to the left.
Delete	Deletes one character to the right.
Ctrl+Delete	Deletes one word to the right.
Ctrl+Z	Undoes the last action.
Ctrl+C	Copies selected text or graphics to the Office Clipboard.
Ctrl+X	Cuts selected text or graphics to the Office Clipboard.
Ctrl+V	Pastes the most recent addition to the Office Clipboard.
Alt+Shift+R	Copies the header or footer used in the previous section of the document.
Ctrl+Alt+V	Shows the Paste Special dialog box.
Ctrl+Shift+V	Pastes the formatting only.

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Microsoft Word Shortcuts

Insert special characters

Shortcut	What it does
Ctrl+F9	Inserts a blank field.
Shift+Enter	Starts a new line in a paragraph.
Ctrl+Enter	Inserts a page break.
Ctrl+Shift+Enter	Inserts a column break.
Alt+Ctrl+Minus Sign	Inserts an em dash –
Ctrl+Minus Sign	Inserts an en dash –
Ctrl+Hyphen	Inserts an optional hyphen.
Ctrl+Shift+Hyphen	Inserts a non-breaking hyphen.
Ctrl+Shift+Spacebar	Inserts a non-breaking space.
Alt+Ctrl+C	Inserts the copyright symbol ©.
Alt+Ctrl+R	Inserts the registered trademark symbol ®.
Alt+Ctrl+T	Inserts the trademark symbol ™.
Alt+Ctrl+Period	Inserts an ellipsis.

Select text and graphics

Shortcut	What it does
Shift+Right Arrow	Selects one character to the right.
Shift+Left Arrow	Selects one character to the left.
Ctrl+Shift+Right Arrow	Selects to the end of a word.
Ctrl+Shift+Left Arrow	Selects to the beginning of a word.
Shift+End	Selects to the end of a line.
Shift+Home	Selects to the beginning of a line.
Shift+Down Arrow	Extends the selection one line down.
Shift+Up Arrow	Extends the selection one line up.
Ctrl+Shift+Down Arrow	Extends a selection to the end of a paragraph.
Ctrl+Shift+Up Arrow	Extends a selection to the beginning of a paragraph.
Shift+Page Down	Extends a selection one screen down.
Shift+Page Up	Extends a selection one screen up.
Ctrl+Shift+Home	Extends a selection to the beginning of a document.
Ctrl+Shift+End	Extends a selection to the end of a document.
Ctrl+A	Selects the entire document.

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Microsoft Word Shortcuts

Select text in a table

Shortcut	What it does
Tab	Selects the next cell's contents.
Shift+Tab	Selects the preceding cell's contents.
Shift+Alt+Page Down	In the top cell, selects a column from the top cell to the bottom cell.
Shift+Alt+Page Up	In the bottom cell, selects a column from the top cell to the top cell.
Alt+5 on the numeric keypad (with Num Lock off)	Selects the entire table.

Move the insertion point through a document

Shortcut	Where the insertion point moves to:
Left Arrow	One character to the left.
Right Arrow	One character to the right.
Ctrl+Left Arrow	One word to the left.
Ctrl+Right Arrow	One word to the right.
Ctrl+Up Arrow	One paragraph up.
Ctrl+Down Arrow	One paragraph down.
Up Arrow	Up one line.
Down Arrow	Down one line.
End	To the end of a line.
Home	To the beginning of a line.
Ctrl+Page Down	To the top of the next page.
Ctrl+Page Up	To the top of the previous page.
Ctrl+End	To the end of a document.
Ctrl+Home	To the beginning of a document.
Shift+F5	To a previous revision.

Apply character formats

Shortcut	What it does
Ctrl+D	Opens the Font dialog box to change the formatting of characters.
Ctrl+Shift+<	Decreases the font size one value.
Ctrl+Shift+>	Increases the font size one value.
Ctrl+[	Decreases the font size 1 point.
Ctrl+]	Increases the font size 1 point.

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Microsoft Word Shortcuts

Shortcut	What it does
Shift+F3	Changes the case of letters.
Ctrl+Shift+A	Applies or removes All Caps.
Ctrl+B	Applies or removes bold formatting.
Ctrl+U	Applies or removes underlining.
Ctrl+Shift+W	Applies underline words but not spaces.
Ctrl+Shift+D	Applies or removes double-underline.
Ctrl+Shift+H	Applies or removes hidden text formatting.
Ctrl+I	Applies or removes italic formatting.
Ctrl+Shift+K	Applies or removes Small Caps.
Ctrl+Equal Sign	Applies or removes subscript formatting.
Ctrl+Shift+Plus Sign	Applies or removes superscript formatting.
Ctrl+Spacebar	Removes character formatting.

Apply paragraph formatting

Shortcut	What it does
Ctrl+1	Sets single line spacing.
Ctrl+2	Sets double line spacing.
Ctrl+5	Sets 1.5 line spacing.
Ctrl+0 (Zero)	Adds or removes one line space preceding a paragraph.
Ctrl+E	Switches a paragraph between centred and left alignment.
Ctrl+J	Switches a paragraph between justified and left alignment.
Ctrl+R	Switches a paragraph between right and left alignment.
Ctrl+L	Applies left alignment.
Ctrl+M	Indents a paragraph from the left.
Ctrl+Shift+M	Removes a paragraph indent from the left.
Ctrl+T	Creates a hanging indent.
Ctrl+Shift+T	Reduces a hanging indent.
Ctrl+Q	Removes paragraph formatting.

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Microsoft Word Shortcuts

Perform a mail merge

Note: The Mailings tab must be showing to use these shortcuts.

Shortcut	What it does
Alt+Shift+K	Previews a mail merge.
Alt+Shift+N	Merges a document.
Alt+Shift+M	Prints the merged document.
Alt+Shift+E	Edits a mail-merge data document.
Alt+Shift+F	Inserts a merge field.

Work with fields

Shortcut	What it does
Alt+Shift+D	Inserts a DATE field.
Alt+Ctrl+L	Inserts a LISTNUM field.
Alt+Shift+P	Inserts a PAGE field.
Alt+Shift+T	Inserts a TIME field.
Ctrl+F9	Inserts an empty field.
F9	Updates selected fields.
Shift+F9	Switches between a selected field code and its result.
Alt+F9	Switches between all field codes and their results.
F11	Goes to the next field.
Shift+F11	Goes to the previous field.
Ctrl+F11	Locks a field.
Ctrl+Shift+F11	Unlocks a field.

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Microsoft Word Shortcuts

Function key reference

	Function Key	Shift+Function Key	Ctrl+Function Key	Alt+Function Key
F1	Open the Help window.	Display the Reveal Formatting pane.		Go to the next field.
F2	Move text or graphics.	Copy text.	Switch to Print Preview view	
F3		Change the case of letters.	Cut to the Spike.	Create a new Building Block.
F4	Repeat the last action.	Repeat a Find or Go To action.	Close the window.	Exit Word.
F5	Display the Go To dialog box.	Move to the last change.		Restore the Word window size.
F6	Go to the next pane or frame.	Go to the previous pane or frame (after pressing F6).	Go to the next window.	Move from an open dialog box back to the document, for dialog boxes such as Find and Replace that support this behaviour.
F7	Show the Spelling dialog box.	Show the Thesaurus task pane.		Find the next spelling or grammatical error.
F8	Extend a selection.	Shrink a selection.		Run a macro.
F9	Update the selected fields.	Switch between a field code and its result.	Insert an empty field.	Switch between all field codes and their results.
F10	Show KeyTips on the ribbon.	Display a shortcut menu.	Maximize the document window.	Maximize the Word window.
F11	Go to the next field.	Go to the previous field.	Lock a field.	Display the Microsoft Visual Basic code window.
F12	Show the Save As dialog box.	Save the changes to the document.	Show the Open dialog box.	

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