

# Word Keyboard Shortcuts (PC Version)

## Quick Reference Guide

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### Common

Adjust Zoom Magnification	<b>ALT, W, Q</b>
Align text left/right	<b>CTRL, L or R</b>
Apply bold formatting	<b>CTRL, B</b>
Apply italic formatting	<b>CTRL, I</b>
Apply underline formatting	<b>CTRL, U</b>
Cancel command	<b>ESC</b>
Center text	<b>CTRL, E</b>
Close document	<b>CTRL, W</b>
Close Word	<b>ALT, F4</b>
Copy selection	<b>CTRL, C</b>
Create new document	<b>CTRL, N</b>
Cut selected content	<b>CTRL, X</b>
Decrease/increase font size (1 point)	<b>CTRL, [ or ]</b>
Find next spelling/grammatical error	<b>ALT, F7</b>
Open document	<b>CTRL, O</b>
Open Editor pane (Spelling/Grammar)	<b>F7</b>
Open Help pane	<b>F1</b>
Open Thesaurus pane	<b>SHIFT, F7</b>
Paste selection	<b>CTRL, V</b>
Print document	<b>CTRL, P</b>
Redo action	<b>CTRL, Y</b>
Remove document window split	<b>ALT, SHIFT, C</b>
Save As dialog box	<b>F12</b>
Save document	<b>CTRL, S</b>
Select all document content	<b>CTRL, A</b>
Split document window	<b>CTRL, ALT, S</b>
Switch to next open document	<b>CTRL, F6</b>
Switch to previous open document	<b>CTRL, SHIFT, F6</b>
Undo action	<b>CTRL, Z</b>

### Editing Text and Graphics

Copy header/footer (previous section)	<b>ALT, SHIFT, R</b>
Copy selection to new location	<b>SHIFT, F2, Move, ENTER</b>
Copy selected formatting*	<b>CTRL, ALT, C</b>
Copy selection	<b>CTRL, C</b>
Create new Building Block from selection	<b>ALT, F3</b>
Cut selection	<b>CTRL, X</b>
Delete one word to left	<b>CTRL, BACKSPACE</b>

\* Older versions use **CTRL, SHIFT, C**

Delete one word to right	<b>CTRL, DELETE</b>
Display Object dialog box	<b>ALT, N, J, J</b>
Display Find/Replace dialog box	<b>CTRL, H</b>
Insert Building Block	<b>Building Block Name, F3</b>
Insert SmartArt graphic	<b>ALT, N, M</b>
Insert WordArt graphic	<b>ALT, N, W</b>
Move selected content	<b>F2, Move cursor, ENTER</b>
Open Clipboard task pane	<b>ALT, H, E, O</b>
Paste selected formatting*	<b>CTRL, ALT, V</b>
Paste selection	<b>CTRL, V</b>
*Older versions use <b>CTRL, SHIFT, V</b>	

### Formatting Characters

Add bulleted list	<b>CTRL, SHIFT, L</b>
Apply bold formatting	<b>CTRL, B</b>
Apply double underline formatting	<b>CTRL, SHIFT, D</b>
Apply italic formatting	<b>CTRL, I</b>
Apply small caps formatting	<b>CTRL, SHIFT, K</b>
Apply subscript formatting	<b>CTRL, =</b>
Apply superscript formatting	<b>CTRL, SHIFT, +</b>
Apply underline formatting	<b>CTRL, U</b>
Apply underline formatting (words only)	<b>CTRL, SHIFT, W</b>
Change selected text to Symbol font	<b>CTRL, SHIFT, Q</b>
Change text to all upper case	<b>CTRL, SHIFT, A</b>
Decrease/increase font size (1 pt)	<b>CTRL, [ or ]</b>
Decrease/increase font size (2 pts)	<b>CTRL, SHIFT, &lt; or &gt;</b>
Display Font dialog box	<b>CTRL, D</b>
Display nonprinting characters*	<b>CTRL, SHIFT, 8</b>
Display Reveal Formatting task pane	<b>SHIFT, F1</b>
Hide selected text	<b>CTRL, SHIFT, H</b>
Remove manual character formatting	<b>CTRL, SPACE</b>
Switch between upper/lower/title case	<b>SHIFT, F3</b>

\* Do not use numeric keypad

### Formatting Paragraphs

Add/remove space before paragraph	<b>CTRL, 0 (zero)</b>
Align paragraph to left	<b>CTRL, L</b>
Align paragraph to right	<b>CTRL, R</b>
Apply 1.5-line spacing to paragraph	<b>CTRL, 5</b>
Apply double spacing to paragraph	<b>CTRL, 2</b>

### GUIDE KEY

NEXT TO ONE, ANOTHER	SEPARATED BY COMMAS
<b>CTRL, C</b> Press together (Cntrl+C)	<b>ALT, S, O, N</b> Press and release one at a time, in order

Apply single spacing to paragraph	<b>CTRL, 1</b>
Apply style: Heading 1 to 3	<b>CTRL, ALT, 1-3</b>
Apply style: Normal	<b>CTRL, SHIFT, N</b>
Center paragraph	<b>CTRL, E</b>
Create hanging indent	<b>CTRL, T</b>
Display Apply Styles task pane	<b>CTRL, SHIFT, S</b>
Display Styles task pane	<b>CTRL, ALT, SHIFT, S</b>
Enable AutoFormat	<b>CTRL, ALT, K</b>
Indent paragraph	<b>CTRL, M</b>
Justify paragraph	<b>CTRL, J</b>
Remove hanging indent	<b>CTRL, SHIFT, T</b>
Remove paragraph formatting	<b>CTRL, Q</b>
Remove paragraph indent	<b>CTRL, SHIFT, M</b>

### Mail Merges (Mailings tab must be selected)

Edit mail merge data document	<b>ALT, SHIFT, E</b>
Go to next field	<b>F11</b>
Go to previous field	<b>SHIFT, F11</b>
Insert DATE field	<b>ALT, SHIFT, D</b>
Insert empty field	<b>CTRL, F9</b>
Insert LISTNUM field	<b>CTRL, ALT, L</b>
Insert merge field	<b>ALT, SHIFT, F</b>
Insert PAGE field	<b>ALT, SHIFT, P</b>
Insert TIME field	<b>ALT, SHIFT, T</b>
Lock field	<b>CTRL, F11</b>
Merge document	<b>ALT, SHIFT, N</b>
Preview mail merge	<b>ALT, SHIFT, K</b>
Print merged document	<b>ALT, SHIFT, M</b>
Toggle all field codes and their results	<b>ALT, F9</b>
Toggle single field code and its result	<b>SHIFT, F9</b>
Unlink field	<b>CTRL, SHIFT, F9</b>
Unlock field	<b>CTRL, SHIFT, F11</b>
Update selected fields or links	<b>F9</b>

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# Shortcuts To Word

**Lisa A. Bucki, John Walkenbach, Michael  
Alexander, Richard Kusleika, Faithe  
Wempen**

## Shortcuts To Word :

Microsoft Word 2016 Keyboard Shortcuts for Windows U. C-abel Books,2016-06-07 Become fast and productive in Microsoft Word Microsoft Word 2016 came to make work easy for operators who are into word processing while its keyboard shortcuts came to make it even easier But many people still have difficulties working with Ms Word which sometimes is as a result of them not knowing how to increase in speed accuracy and productivity Knowing Microsoft features is not enough Using it for years is not enough But being willing to learn new methods to make the usage better is This book will teach you how to increase productively by using keyboard shortcuts to work in Microsoft Word Learn the basics of mousing and using keyboard shortcuts Know more about your keyboard Become familiar with the 15 special keyboard shortcuts you should know as a computer user See Frequently Used Shortcuts in Ms Word Keyboard shortcuts to use when Navigating The Ribbon With Only The Keyboard Use shortcuts to Change The Keyboard Focus By Using The Keyboard Without Using The Mouse Learn Keyboard Shortcut Reference For Microsoft Word Keyboard Combination for Function Key Reference Forget the familiarity that exists between you and Microsoft Word and start doing greatly in it Click Add To Cart *COMPUTER KEYBOARD SHORTCUT KEYS* Z.Y. HIMSAGAR,2021-04-14 COMPUTERS have become an order of the day PC is one of the household gadgets in millions of houses around the globe The impact of computers can be felt almost in all fields of human activities They have become a source of livelihood to the entire humanity either in the dungeon room of the rented houses or in the sophisticated cabins of PCOs FOR easy convenient and agile use of computers require one to be thorough with the facile manipulation of KEYBOARD OPERATIONS Keyboard Shortcuts provide one with easy access to one s work and ensure quick execution of one s assigned job THIS book provides more than 3000 Keyboard Shortcut keys for an efficient turnout of works in MS Word MS Excel MS Access MS PowerPoint MS Accessibility etc with some appendix outlining the List and Word Commands It is to be noted that certain rows in the Word and List Commands are left blank as available in the system format

Office 365 All-in-One For Dummies Peter Weverka,2019-05-29 The deepest reference on Microsoft s productivity service Office 365 offers the same productivity power as past versions of Microsoft Office along with tools designed to boost collaboration in the workplace and instant access to the latest Office updates without buying a whole new software package It s an ideal solution for both the office and home use The author of the bestselling Office All in One For Dummies shares his advice on how to navigate the nuts and bolts of getting things done with Office 365 Look inside for step by step instructions on Excel Outlook Word PowerPoint Access and OneNote along with a dive into the cloud services that come with Office 365 Access Office 365 Make sense of common Office tasks Use Excel Word outlook PowerPoint and more Take advantage of 365 online services If you re a home or business user interested in having a complete reference on the suite this book has you covered *Word 2007* Chris Grover,2007 Word basics for simple documents Creating longer and more complex documents Sharing documents and collaborating with other people Customizing Word with macros and other tools Word help and

beyond Office 2008 for Mac All-in-One For Dummies Geetesh Bajaj, Jim Gordon, 2009-09-18 The perfect companion for taking the Microsoft Office suite to the Mac So you finally got a Mac but you re not looking forward to figuring out how Office works in a different environment No worries All you need is Microsoft Office 2008 For Mac All in One For Dummies to learn the fundamentals of Office 2008 With six books in one it shows you how to use every Office 2008 for Mac application so you can start getting things done right away Written by Microsoft MVPs Microsoft Office 2008 For Mac All in One For Dummies provides a user friendly guide on how to master all the programs Excel Word PowerPoint and Entourage This book explores ways to Use the new galleries to find features formats wizards templates and recently used files Create your own templates on Excel and open Web pages in HTML format Take advantage of PowerPoint by adding animation to your slides inserting music from your iTunes library and fine tuning the timing Organize your schedule on My Day handle contacts and e mail and manage a database all through Entourage Manage projects of all sizes on the Project Center Use all the applications together and to their full potential With this all in one reference you ll become an expert on sharing files with Windows users integrating Office 2008 with iLife and other Mac applications and working with Office and Web 2 0 as well as other common business tasks This book makes it that easy **EndNote 1 - 2 - 3 Easy!** Abha Agrawal, 2007-05-27 Endnote Made Easy Reference Management for the Professional is intended for healthcare professionals physicians nurses managers etc and biomedical researchers engaged in writing scientific manuscripts It aids readers in gaining an understanding of the effective use of information technology in storing managing retrieving and citing references in scientific writings It also provides step by step instruction on using Endnote a popular reference management software **Office 2013 Bible** Lisa A. Bucki, John Walkenbach, Michael Alexander, Richard Kusleika, Faithe Wempen, 2013-06-12 The best of the best from our Excel Word Access and PowerPoint Bibles Learn the sought after features of the core applications from the Office 2013 suite This Office 2013 Bible features the best of the best content from the Excel 2013 Bible by Mr Spreadsheet John Walkenbach the Word 2013 Bible by Office expert Lisa A Bucki the PowerPoint 2013 Bible by MOS Master Instructor and PowerPoint expert Faithe Wempen and the Access 2013 Bible from Microsoft Certified Application Developer Michael Alexander and Office and Access expert Dick Kusleika This major resource also covers Outlook Publisher OneNote SkyDrive and other important features in the Office 2013 suite If you want to quickly and effectively use Office 2013 start in the experts corner with this must have book Gives you the best of the best content on Office 2013 from the leading experts authors and contributors to our Excel Word PowerPoint and Access Bibles Includes content from John Walkenbach aka Mr Spreadsheet Word and Office expert Lisa A Bucki MOS Master Instructor and PowerPoint expert Faithe Wempen Microsoft Certified Application Developer Michael Alexander and Office and Access expert Dick Kusleika Takes you beyond creating simple text documents spreadsheets and presentations to help you use multiple Office applications at once to accomplish critical business tasks Also covers Publisher OneNote SkyDrive the Cloud and other key features and topics for Office 2013 Get the best of four Office

2013 books in one with this power packed reference      **Sams Teach Yourself Office Productivity** Greg M. Perry, 2003  
 bull bull A compendium of multiple reference books in one volume bull Designed for the beginning Office user who wants to  
 buy just one book that is likely to answer all his current and future questions bull Doesn't assume the reader wants to use  
 just one single product in isolation from others      *Office 2007 All-in-One Desk Reference For Dummies* Peter  
 Weverka, 2011-03-01 Revised and updated to cover changes to all of Office's applications and productivity tools Offers beyond  
 the basics coverage of Office word processing spreadsheets presentations e mail databases and desktop publishing Covers  
 Word Excel Access PowerPoint Outlook Publisher productivity tools such as Microsoft OneNote and SharePoint Thoroughly  
 updated to cover the new Office interface as well as new features in each application      **Word Annoyances** Guy  
 Hart-Davis, 2005-06-28 When most people think of word processing they think of Microsoft Word After all it has been around  
 for more than 20 years practically an eternity in computer time But Word has also provided its users nearly everyone on the  
 face of the planet with an endless supply of annoyances That is until now Word Annoyances offers to the point and often  
 opinionated solutions to your most vexing editing formatting printing faxing and scanning problems It covers everything from  
 installation and templates to tables columns and graphics For example learn how to stop Word from searching the Web for  
 help and how to enter the same text easily in multiple parts of a document and keep it updated automatically It also provides  
 a gentle introduction to the power of macros so you can slay your annoyances by the truckload The fixes will work with most  
 versions of Word including Word 2000 Word 2002 also known as Word XP and Word 2003 Among the topics covered Deal  
 with installation issues crashes and slowdowns and dispose of the Office Assistant either temporarily or forever Master  
 templates numbering graphics hyperlinks tabs tables headers and other everyday annoyances Tame some of Word's wildest  
 features such as Smart Cut and Paste Click and Type Mail Merge AutoCorrect and AutoText Printing Faxing and Scanning  
 need we say more Learn to output and distribute your documents with confidence Need to work with other Microsoft  
 applications or Macs You'll find annoyances dealing with Excel PowerPoint and Access as well as a whole chapter just on Mac  
 Word About the Author Guy Hart Davis has been using Microsoft Word for more than 15 years during which time he has seen  
 its capabilities increase steadily and its annoyances increase exponentially His other books include Word 2000 Developer's  
 Handbook Sybex and How to Do Everything with Your iPod and iPod mini McGraw Hill In this book he shares secrets that  
 will quell calm your colleagues impress your friends and confound your enemies      **Office 2019 All-in-One For Dummies**  
 Peter Weverka, 2018-10-24 One practical book that's ten books in one Learn everything you need to know about Microsoft  
 Office with one comprehensive guide on your bookshelf To know your way around all the applications within Microsoft Office  
 would require you to be part mathematician part storyteller and part graphic designer with some scheduling wizard and  
 database architect sprinkled in If these talents don't come naturally to you in equal measure don't panic Office 2019 All in  
 One For Dummies can help This hefty but easily accessible tome opens with Book 1 an overview of the Office suite of

applications and tips for handling text and becoming more efficient From there you ll find a book on each of the suite s major applications Word Learn the basics of word processing with Word plus lay out text and pages use Word s styles and proofing tools construct tables reports and scholarly papers and become familiar with manipulating documents Excel In addition to refining your worksheets so they re easier to understand you can also master formulas functions and data analysis PowerPoint Find out how to make your presentations come alive with text graphics backgrounds audio and video This book also contains a chapter with guidance and tips for delivering presentations in person or virtually Outlook From helping you to manage your contacts inbox calendar and tasks Outlook can organize your days and keep you working productively Access Not everyone needs to build and maintain databases but if that s part of your job this book has all the hands on information you need to get going Build a database table enter data sort and query data and filter data into report format Publisher The Publisher book is a quick and dirty introduction into desktop publishing helping you to design a publication using built in color schemes templates fonts and finishing touches like borders and backgrounds The last three books cover material that applies to all the applications Book 8 shows you how to create charts handle graphics and photos and draw lines and shapes Book 9 provides a quick primer on customizing the Ribbon the Quick Access toolbar and the Status bar and guidance on distributing your work via printing emailing converting to PDF and more Finally Book 10 wraps up with how to use OneDrive especially for file sharing and online collaboration If you need to make sense of Office and don t have time to waste Office 2019 All in One For Dummies is the reference you ll want to keep close by

**No Stress Tech Guide to Microsoft Works 9** Indera Murphy,2008-05 The No Stress Tech Guide To Microsoft Works 9 will lead the novice and intermediate user through the features and applications that are part of Works 9 which will take your skills to the next level After completing the exercises in this book you will be a Works 9 power user The table of contents takes the HOW TO approach which makes it easier to find exactly what you are looking for At the end of each lesson is a Test Your Skills section to further ensure that you are learning the topics that are covered The exercises in this section allow you to practice what you learned in the lesson Microsoft Works is an integrated software package that includes a word processor spreadsheet database and other tools This book is divided into 5 sections Works Overview Word Processing Spreadsheets Databases and Organization A hands on approach is usually the best way to learn most things in life This book is a visual guide that has over 500 screen shots that practically eliminate the guess work which lets you know that you are doing the steps correctly There are time saving tips advice and humor to help you get the most out of Works Works 8 8 5 ISBN 978 0 9773912 1 9 is also available *Learn Office 2011 for Mac OS X* Guy Hart-Davis,2011-08-18 Office for Mac remains the leading productivity suite for Mac with Apple s iWork and the free OpenOffice org trailing far behind Now it s been updated with a cleaner interface and more compatibility with Exchange and SharePoint Learn Office 2011 for Mac OS X offers a practical hands on approach to using Office 2011 applications to create and edit documents and get work done efficiently You ll learn how to customize Office

design create and share documents manipulate data in a spreadsheet and create lively presentations You ll also discover how to organize your email contacts and tasks with the new Outlook for Mac Conveying information quickly and concisely the book brings you from beginner or intermediate to an experienced and confident user This book provides the best combination of accessible and focused coverage of the Office 2011 applications Rather than cover every seldom used feature the book covers real world usage putting emphasis on practical tasks and troubleshooting common problems such as sharing documents with Windows users and older versions of Office

### **Beginning Microsoft Office 2010** Guy

Hart-Davis,2011-01-11 This book is a practical step by step guide to getting started with Microsoft Office 2010 You ll learn how to create and edit essential office files documents spreadsheets presentations and more quickly and efficiently You ll also learn about all of the new updates included with Office 2010 Collaborate on projects in the cloud and access your files from virtually anywhere with Beginning Microsoft Office 2010 you ll take a hands on approach to learning everything new and old that the world s most popular productivity software suite has to offer Get started with Office 2010 Basics Create store and share office documents Use shared Office tools both online and offline How to keep e mail contacts appointments notes and tasks organized

*Learning Perl* Randal L. Schwartz,Tom Phoenix,brian d foy,2008-06-27 Learning Perl popularly known as the Llama is the book most programmers rely on to get started with Perl The bestselling Perl tutorial since it was first published in 1993 this new fifth edition covers recent changes to the language up to Perl 5 10 This book reflects the combined experience of its authors who have taught Perl at Stonehenge Consulting since 1991 Years of classroom testing and experience helped shape the book s pace and scope and this edition is packed with exercises that let you practice the concepts while you follow the text Topics include Perl data variable types Subroutines File operations Regular expressions String manipulation Lists sorting Process management Smart matching Using third party modules Perl is the language for people who want to get work done Originally targeted to sysadmins for heavy duty text processing Perl is now a full featured programming language suitable for almost any task on almost any platform from short fixes on the command line to web applications bioinformatics finance and much more Other books may teach you to program in Perl but this book will turn you into a Perl programmer

2024-25 RRB ALP & Technician Signal-I & Grade-III Basics of Computer and Applications YCT Expert Team , 2024 25 RRB ALP Technician Signal I Grade III Basics of Computer and Applications 224 495 E This book contains 1491 objective question with details explanation

### Beginning NetBeans IDE Geertjan Wielenga,2015-09-03

Beginning NetBeans IDE is your authoritative tutorial for learning and using the open source NetBeans IDE platform backed by Oracle Written by a NetBeans product manager at Oracle Geertjan Wielenga shows you what NetBeans really is all about and how to install and set it up Then right away he shows you how to write your first simple NetBeans Java application In this book you get a tour of the various essential and key NetBeans wizards and plug ins Then you start building a more complex Java based application using the NetBeans IDE And you learn how to improve that application by exploring the NetBeans

refactoring testing debugging profiling and distribution tools After reading and using this tutorial you ll come away with a working case study that you can re apply as a template for your own specific needs You ll have an understanding of the key essentials of the popular NetBeans IDE

**Window Sources Microsoft Word 97 for Windows SuperGuide** Bill Camarda, Heidi Steele, 1996 With expanded coverage of DDE OLE wizards and Internet publishing capabilities this text teaches advanced users with coverage of VBA for Word and macros including sophisticated customized examples Inclusion of case studies provides a platform for sharing and exchanging ideas on how other individuals and companies integrate Word into the daily work environment

**PC Mag** ,2001-03-20 PCMag com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology

**Office 2003 Timesaving Techniques For Dummies** Woody Leonhard, 2004-05-21 Wouldn t it be a waste to go on a spectacular exotic vacation abroad and just hang out at the hotel pool Wouldn t it be a waste to buy a new iPod download four favorite songs and play them over and over Most people with Office 2003 are wasting a lot of software power and a lot of time They do the same routine things in the same routine ways and haven t begun to explore the capabilities of Office 2003 If you re one of them Office 2003 Timesaving Techniques For Dummies gets you out of your rut and into action It provides over 70 timesaving techniques for Word Excel Access Outlook and PowerPoint Most of the tips work with Office 2000 and Office XP too You ll customize Office to meet your needs and start working like a pro in no time with easy to use tricks tips and techniques for Streamlining your toolbars Word alone has dozens to choose from Setting up Outlook searching with folders organizing with flags and dealing with spam Taking proper security measures including using and updating an antivirus package and avoiding potentially dangerous file extensions Editing and laying out impressive Word documents Using keyboard shortcuts Diving into more advanced Office skills such as writing macros setting up templates and using multimedia with PowerPoint Using Excel to build self verifying spreadsheets Running totals and subtotals in Access Combining applications to print holiday greetings and run an electronic newsletter Written by Woody Leonhard author of Windows XP Timesaving Techniques For Dummies and the bestseller Windows XP All in One Desk Reference For Dummies this guides helps you eliminate extra steps and little annoyances and do things you probably didn t know you could do such as Building e mail stationery Calculating sales tax with the Lookup Wizard Making professional labels Encrypting messages Recording narration for PowerPoint presentations Complete with an index that lets you find what you want fast Office 2003 Timesaving Techniques For Dummies helps you get up to speed and down to work After all times a wastin



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## Shortcuts To Word Introduction

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




























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