

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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Computer Software Training & Continuing Education

Shortcuts In Word

Chris Grover



Shortcuts In 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 **Mastering Word Made Easy** TeachUcomp, Incorporated,2007-05 **Shortcuts in Word 2000** Sue Etherington,2002 Essential skills for the information age Written in clear concise language with step by step solutions and handy illustrations the Essential Computer Series is ideal for learning specific skills and overcoming issues that thousands of computer users face every day Packed with helpful essential easy to follow tips these five revised updated and accessible paperbacks are ideal for the home school or office Word for Microsoft 365 for Lawyers Training Manual Classroom in a Book TeachUcomp,2024-03-26 Complete classroom training manuals for Word for Microsoft 365 for Lawyers 395 pages and 223 individual topics Includes practice exercises and keyboard shortcuts You will learn how to perform legal reviews create citations and authorities and use legal templates In addition you ll receive our complete Word curriculum Topics Covered Getting Acquainted with Word 1 About Word 2 The Word Environment 3 The Title Bar 4 The Ribbon 5 The File Tab and Backstage View 6 The Quick Access Toolbar 7 Touch Mode 8 The Ruler 9 The Scroll Bars 10 The Document View Buttons 11 The Zoom Slider 12 The Status Bar 13 The Mini Toolbar 14 Keyboard Shortcuts Creating Basic Documents 1 Opening Documents 2 Closing Documents 3 Creating New Documents 4 Saving Documents 5 Recovering Unsaved Documents 6 Entering Text 7 Moving through Text 8 Selecting Text 9 Non Printing Characters 10 Working with Word File Formats 11 AutoSave Online Documents Document Views 1 Changing Document Views 2 Showing and Hiding the Ruler 3 Showing and Hiding Gridlines 4 Showing and Hiding the Navigation Pane 5 Zooming the Document 6 Opening a Copy of a Document in a New Window 7 Arranging Open Document Windows 8 Split Window 9 Comparing Open Documents 10 Switching Open Documents 11 Switching to Full Screen Mode Basic Editing Skills 1 Deleting Text 2 Cutting Copying and Pasting 3 Undoing and Redoing Actions 4 Finding and Replacing Text 5 Selecting Text and Objects Basic Proofing Tools 1 The Spelling and Grammar Tool 2 Setting Default Proofing Options 3 Using the Thesaurus

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Record If Mail Merge Rule 17 The Set Bookmark Mail Merge Rule 18 The Skip Record If Mail Merge Rule 19 Deleting Mail Merge Rules in Word Sharing Documents 1 Sharing Documents in Word Using Co authoring 2 Inserting Comments 3 Sharing by Email 4 Posting to a Blog 5 Saving as a PDF or XPS File 6 Saving as a Different File Type Creating a Table of Contents 1 Creating a Table of Contents 2 Customizing a Table of Contents 3 Updating a Table of Contents 4 Deleting a Table of Contents Creating an Index 1 Creating an Index 2 Customizing an Index 3 Updating an Index Citations and Bibliography 1 Select a Citation Style 2 Insert a Citation 3 Insert a Citation Placeholder 4 Inserting Citations Using the Researcher Pane 5 Managing Sources 6 Editing Sources 7 Creating a Bibliography Captions 1 Inserting Captions 2 Inserting a Table of Figures 3 Inserting a Cross Reference 4 Updating a Table of Figures Creating Forms 1 Displaying the Developer Tab 2 Creating a Form 3 Inserting Controls 4 Repeating Section Content Control 5 Adding Instructional Text 6 Protecting a Form Making Macros 1 Recording Macros 2 Running and Deleting Recorded Macros 3 Assigning Macros Word Options 1 Setting Word Options 2 Setting Document Properties 3 Checking Accessibility Document Security 1 Applying Password Protection to a Document 2 Removing Password Protection from a Document 3 Restrict Editing within a Document 4 Removing Editing Restrictions from a Document Legal Reviewing 1 Using the Compare Feature 2 Using the Combine Feature 3 Tracking Changes 4 Lock Tracking 5 Show Markup Options 6 Using the Document Inspector Citations and Authorities 1 Marking Citations 2 Creating a Table of Authorities 3 Updating a Table of Authorities 4 Inserting Footnotes and Endnotes Legal Documents and Printing 1 Printing on Legal Paper 2 Using Legal Templates in Word 3 WordPerfect to Word Migration Issues

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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

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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 **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 **Word 2003 Personal Trainer** CustomGuide Inc,2005 Provides a training manual on using Microsoft Office Word 2003 covering such topics as working with tables performing mail merge using Document collaboration and working with forms *Teach Yourself VISUALLY Word 2019* Guy Hart-Davis,2020-07-15 Master one of the most popular word processors ever with this essential visual reference Teach Yourself VISUALLY Word 2019 provides readers with a thorough and visual exploration of the 2019 edition of Microsoft Word Written by the celebrated author of over 100 books on computing Guy Hart Davis Teach Yourself VISUALLY Word 2019 allows you to quickly get up to speed with one of the most popular word processors on the planet The book covers all the topics you ll need to comprehensively master Word 2019 and includes Full color step by step instructions showing you how to perform all the essential tasks of Microsoft Word 2019 How

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Word 2016 For Dummies Dan Gookin,2015-09-30 The bestselling beginner's guide to Microsoft Word Written by the author of the first ever For Dummies book Dan Gookin this new edition of Word For Dummies quickly and painlessly gets you up to speed on mastering the world's number one word processing software In a friendly human and often irreverent manner it focuses on the needs of the beginning Word user offering clear and simple guidance on everything you need to know about Microsoft Word 2016 minus the chin scratching tech jargon Whether you've used older versions of this popular program or have never processed a single word this hands on guide will get you going with the latest installment of Microsoft Word In no time you'll begin editing formatting proofing and dressing up your Word documents like a pro Plus you'll get easy to follow guidance on mastering more advanced skills like formatting multiple page elements developing styles building distinctive templates and adding creative flair to your documents with images and tables Covers the new and improved features found in the latest version of the software Word 2016 Shows you how to master a word processor's seven basic tasks Explains why you can't always trust the spell checker Offers little known keyboard shortcuts If you're new to Word and want to spend more time on your actual work than figuring out how to make it work for you this new edition of Word 2016 For Dummies has you covered

Special Edition Using Microsoft Office Word 2003 Bill Camarda,2004 bull Offers practical business focused coverage of Word's key enhancements including real time collaboration and XML support bull Superior coverage of features that have always been essential to Word users such as Charts DTP Software Field Codes and Privacy and Security bull CD package is a super value including WOPR and one hour of video training

Shortcuts In Word Book Review: Unveiling the Power of Words

In some sort of driven by information and connectivity, the power of words has are more evident than ever. They have the ability to inspire, provoke, and ignite change. Such may be the essence of the book **Shortcuts In Word**, a literary masterpiece that delves deep in to the significance of words and their impact on our lives. Written by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall affect readers.

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Shortcuts In Word Introduction

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