

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, I, 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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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 **COMPUTER**

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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

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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

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

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Shortcuts In Word Introduction

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