

Microsoft Word Tips & Tricks

Quick Selection

By holding down the **shift** key while using one of the navigational shortcut keys (this trick should work in conjunction with most of them), Word will select the text (and other objects) as you navigate past it.

You can also use it with the mouse. Click at the beginning of the text block you wish to select and hold the **shift** key when you click at the end of the block of text you wish to select.

Return to a Previous Editing Location:

the **Shift + F5** shortcut key remembers the last 3 places you entered or changed text, and can make your work a lot easier when you need to move around Word.

Unprotecting a document when you don't know the password.

Open the document and do a File > Save As. In the dropdown box called "Save As Type" choose Word 6.0/95. Then save it somewhere other than saving over your document. After the save is complete, close the word document. Reopen the document you just saved. Go to Tools > Unprotect Document and voila, it won't ask for a password!

First Page Different from Others

If you have a footer or header on the first page that isn't showing up on any other page, or vice-versa, it may be that you have "different first page" selected. Click on File, then Page Setup, then Layout, and uncheck "different first page."

Header/Footer not Showing!

This may simply be your view selection. Click "View" and select "Print Layout"

Orphan Headers

To avoid a header at the bottom of a page and the text on the next page (this is called an orphan header):

1. Highlight the text
2. Right click
3. Select 'paragraph'
4. Select Line and Page Breaks and
5. Check 'widow/orphan control'

Quick Text Formatting

If you want to change all of a particular type of text in a document, such as section headers:

1. Highlight one header and double click on the paintbrush tool (on the formatting toolbar). This will change your cursor into a paintbrush. If you only want to format one section rather than several different ones, click only once on the paintbrush instead of double clicking
2. Click and drag your cursor over the text you want to change.
3. When you are done with formatting all of the words you want to format in the document, click on the paintbrush again. (If you had only clicked once on the paintbrush in step one, you won't need to perform this final step).

Adding terms to your Custom Dictionary

If you have typed a word that is flagged as a spelling error, simply right click on the word and select **Add to Dictionary** from the shortcut menu. The word will be added to your custom dictionary. If you haven't created a custom dictionary, a new one will be created for you (the default name for dictionaries created with this method is CUSTOM.dic).

Show/Hide Placeholders

If you want to see where your new paragraphs, indents, spaces, etc. are, click on the ¶ icon in the formatting toolbar. Spaces are marked with a period between words, paragraphs are marked exactly like the icon and soft returns are marked with an arrow. This can help you with formatting issues as well and to show you where section breaks and page breaks may be located.

Inserting a Date Field in Your Document

This will change the date/time every time the document is opened. To insert a date field in your document, follow these steps:

1. Position the cursor where you would like to place the field
2. From the **Insert** menu, select **Field...**
3. In the **Field** dialog box, select **Date** in the **Field names:** scroll box
4. In the **Date formats:** box, select the date format that best suits the context of your document
5. Click OK

The date field will be inserted in your document in the format you selected. Each time you open the document or use the **F9** key to update fields, the date will be updated.

Inserting a New Line in a Bullet Paragraph Without Making a New Bullet

If you would like to create a second line under a line in bullet format without creating a new bullet, you need a 'soft return.' To create a soft return, click 'shift' and 'enter' at the same time.

Changing the Location Where Files Are Saved

Word will default saving a new document to your My Documents folder. To change this default:

1. From the Tools menu select Options
2. In the dialog box that appears, click the File Locations tab
3. In the box under File Types select the type of file by clicking its name (Word files are Documents)
4. Click the Modify button.
5. When the Modify Location dialog box appears find the folder where you would like Word to store saved documents by navigating through the folders as you would in the Save dialog box.
6. Click "OK"

Opening up a previous word document.

The last four word documents you opened are still cached in Word's memory. To open a previous document quickly when you have word open, go to File – toward the bottom of the drop down list that appears are the last documents you opened.

Drag and Drop Copying and Moving

To Move Text or objects Using the Mouse:

1. Highlight the portion of the document you wish to move
2. Click on the highlighted text and, holding the mouse key, drag it to the new place in your document
3. Release the mouse key

To Copy Text Using the Mouse:

1. Highlight the portion of the document you wish to copy
2. Click on the highlighted text with the right mouse key and hold it as you drag the text to the new place in your document
3. When you release the mouse key, select Copy from the pop up menu

While Word is quite good at fixing the spacing when you copy and move using this method, it is still a good idea to check both locations in your document to make sure the spacing is correct

Commonly used keyboard combinations

To use one of these combinations Hold the Ctrl or Alt key down and strike the letter key

Ctrl+N	<i>Open a new word document quickly.</i>	Ctrl+X	<i>Cut- Removes the selection from the active document and places it on the clipboard.</i>
Ctrl+O	Opens a previously saved document.	Ctrl+C	Copies the selection to the clipboard
Ctrl+W	Closes the active window, but does not Exit Word.	Ctrl+V	Paste - Inserts the contents of the clipboard at the insertion point (cursor) or whatever is selected.
Ctrl+S	Saves the active document with its current file name, location and format.	Ctrl+A	Selects all text and graphics in the active window.
Ctrl+P	Prints the active file, also gives the opportunity to change print options	Ctrl+F	Find - Searches for specified text in the active document
Alt+F4	Exit - Closes Microsoft Word.	Ctrl+B	Bold - Formats selected text; make text bold, or remove bold formatting
Ctrl+Z	Undo the last action. This selection can be repeated several times.	Ctrl+I	Italic - Formats selected text; make text italic or remove italic
Ctrl+Y	Redo - After an action has been undone, it can be reinstated in the document.	Ctrl+U	Underline - Formats selected text; make text underlined or remove underline

Less commonly used keyboard combinations

Ctrl+Shift+>	Increase selected text two points	Ctrl+Shift+=	Apply superscript formatting
Ctrl+Shift+<	Decrease selected text two points	Ctrl+=	Apply subscript formatting
Ctrl+J	Increase selected text one point	Ctrl+Shift+C	Copy formats
Ctrl+I	Decrease selected text one point	Ctrl+Shift+V	Paste formats
Shift+F3	Change case of the letters	Ctrl+1	Single space lines
Ctrl+Shift+W	Underline words but not spaces	Ctrl+5	Set 1.5 line spacing
Ctrl+Shift+D	Double underline text	Ctrl+2	Double space lines
Ctrl+E	Center a paragraph	Ctrl+Backspace	Delete one word to the left
Ctrl+J	Justify a paragraph	Ctrl+Del	Delete one word to the right
Ctrl+L	Left align a paragraph	Ctrl+R	Right align a paragraph
Ctrl+M	Indent a paragraph from the left	Shift+Enter	Insert a line break
Ctrl+T	Create a hanging indent	Ctrl+Shift+T	Reduce a hanging indent
<i>If text is already selected and you want to extend the selection area</i>			
Shift+←	Extend selection one character to the left	Shift+→	Extend selection one character to the right
Ctrl+Shift+→	Extend selection to the end of a word	Ctrl+Shift+←	Extend selection to the beginning of a word
<i>If you want to move the cursor</i>			
→	One character to the right	←	One character to the left
Ctrl+→	One word to the right	Ctrl+←	One word to the left
Ctrl+End	To the end of a document	Ctrl+Home	To the beginning of a document

Microsoft Word Shortcut Keys- Comprehensive

Click a heading name one time, to sort by that column!

<i>Category</i>	<i>Description</i>	<i>Keystrokes</i>
Align Paras	Center a paragraph	CTRL+E
Align Paras	Create a hanging indent	CTRL+T
Align Paras	Indent a paragraph from the left	CTRL+M
Align Paras	Justify a paragraph	CTRL+J
Align Paras	Left align a paragraph	CTRL+L
Align Paras	Reduce a hanging indent	CTRL+SHIFT+T
Align Paras	Remove a paragraph indent from the left	CTRL+SHIFT+M
Align Paras	Remove paragraph formatting	CTRL+Q
Align Paras	Right align a paragraph	CTRL+R
AutoText	Create an AutoText entry	ALT+F3
Bookmarks	Edit a bookmark	CTRL+SHIFT+F5
Browse Text	Browse through a document	ALT+CTRL+HOME
Browse Text	Go back to a page, bookmark, footnote, table, comment, graphic, or other location	ALT+CTRL+Z
Browse Text	Go to a page, bookmark, footnote, table, comment, graphic, or other location	CTRL+G
Char Format	Apply an underline	CTRL+U
Char Format	Apply bold formatting	CTRL+B
Char Format	Apply hidden text formatting	CTRL+SHIFT+H
Char Format	Apply italic formatting	CTRL+I
Char Format	Apply subscript formatting (automatic spacing)	CTRL+EQUAL SIGN
Char Format	Apply superscript formatting (automatic spacing)	CTRL+SHIFT+PLUS SIGN
Char Format	Change the case of letters	SHIFT+F3
Char Format	Change the formatting of characters (Font command, Format menu)	CTRL+D
Char Format	Change the selection to the Symbol font	CTRL+SHIFT+Q
Char Format	Double-underline text	CTRL+SHIFT+D
Char Format	Format letters as all capitals	CTRL+SHIFT+A
Char Format	Format letters as small capitals	CTRL+SHIFT+K

Category	Description	Keystrokes
Char Format	Remove manual character formatting	CTRL+SPACEBAR
Char Format	Underline words but not spaces	CTRL+SHIFT+W
Common	Create a nonbreaking hyphen	CTRL+HYPHEN
Common	Create a nonbreaking space	CTRL+SHIFT+SPACEBAR
Common	Decrease font size	CTRL+SHIFT+<
Common	Increase font size	CTRL+SHIFT+>
Common	Redo the last action	CTRL+Y
Common	Remove character formatting	CTRL+SPACEBAR
Common	Undo the last action	CTRL+Z
Copy/Move	Copy selected text or object to clipboard	CTRL+C
Copy/Move	Copy the header or footer used in the previous section of the document	ALT+SHIFT+R
Copy/Move	Create AutoText	ALT+F3
Copy/Move	Cut to the Spike	CTRL+F3
Copy/Move	Display the Clipboard	CTRL+C, CTRL+C
Copy/Move	Insert the contents of the Spike	CTRL+SHIFT+F3
Copy/Move	Move text or graphics	F2 (then move cursor and press ENTER)
Copy/Move	Paste the Spike contents	CTRL+SHIFT+F3
Copy/Move	Paste the text or object from clipboard	CTRL+V
Create View	Activate the ruler	CTRL+SHIFT+F10
Create View	Remove the document window split	ALT+SHIFT+C
Create View	Split the document window	ALT+CTRL+S
Ctrl/func	Choose the Move command (Control menu)	CTRL+F7
Ctrl/func	Choose the Size command (document Control menu)	CTRL+F8
Delete	Cut selected text to the Clipboard	CTRL+X
Delete	Cut to the Spike	CTRL+F3
Delete	Delete one character to the left	BACKSPACE
Delete	Delete one character to the right	DELETE
Delete	Delete one word to the left	CTRL+BACKSPACE
Delete	Delete one word to the right	CTRL+DELETE
Dialogs	Cancel the command and close the dialog box	ESC

Category	Description	Keystrokes
Dialogs	Close the selected list	ESC (when a list is selected)
Dialogs	In the selected list, move to the next option that starts with the letter you type	Letter key
Dialogs	Move between options in the selected list or between some options in a group of options	Arrow keys
Dialogs	Move to the next option or option group	TAB
Dialogs	Move to the previous option or option group	SHIFT+TAB
Dialogs	Open the selected list	ALT+DOWN ARROW (when a list is selected)
Dialogs	Perform the action assigned to the default button in the dialog box	ENTER
Dialogs	Perform the action assigned to the selected button; select or clear the check box	SPACEBAR
Dialogs	Select the option or select or clear the check box next to the letter underlined in the option name	ALT+ letter key
Dialogs	Switch to the next tab in a dialog box	CTRL+TAB or CTRL+PAGE DOWN
Dialogs	Switch to the previous tab in a dialog box	CTRL+SHIFT+TAB or CTRL+PAGE UP
Do/Undo	Cancel an action	ESC
Do/Undo	Redo or repeat an action	CTRL+Y
Do/Undo	Undo an action	CTRL+Z
Do/Undo	Undo the last action	CTRL+Z
Docs	Close a document	CTRL+W
Docs	Create a new document of the same type as the current or most recent document	CTRL+N
Docs	Open a document	CTRL+O
Docs	Remove the document window split	ALT+SHIFT+C
Docs	Save a document	CTRL+S
Docs	Split the document window	ALT+CTRL+S
Documents	Choose the Open command (File menu)	CTRL+F12
Documents	Choose the Print command (File menu)	CTRL+SHIFT+F12
Documents	Choose the Print Preview command (File menu)	CTRL+F2

Category	Description	Keystrokes
Documents	Close a document	CTRL+W
Documents	Create a new document of the same type as the current or most recent document	CTRL+N
Documents	Open a document	CTRL+O
Documents	Save a document	CTRL+S
extend	Increase the size of a selection	F8 (press once to select a word, twice to select a sentence, and so forth)
extend	Reduce the size of a selection	SHIFT+F8
extend	Select the nearest character	F8, and then press LEFT ARROW or RIGHT ARROW
extend	Turn extend mode off	ESC
extend	Turn extend mode on	F8
fields	A DATE field	ALT+SHIFT+D
fields	A LISTNUM field	ALT+CTRL+L
fields	A PAGE field	ALT+SHIFT+P
fields	A TIME field	ALT+SHIFT+T
fields	An empty field	CTRL+F9
Fields	Go to the next field	ALT+F1
fields	Go to the next field	F11
Fields	Go to the previous field	ALT+SHIFT+F1
fields	Go to the previous field	SHIFT+F11
Fields	Insert an empty field	CTRL+F9
Fields	Lock a field	CTRL+F11
fields	Lock a field	CTRL+F11
Fields	Run GOTOBUTTON or MACROBUTTON from the field that displays the field results	ALT+SHIFT+F9
fields	Run GOTOBUTTON or MACROBUTTON from the field that displays the field results	ALT+SHIFT+F9
fields	Switch between a field code and its result	SHIFT+F9
Fields	Switch between all field codes and their results	ALT+F9
fields	Switch between all field codes and their results	ALT+F9

Category	Description	Keystrokes
Fields	Unlink a field	CTRL+SHIFT+F9
fields	Unlink a field	CTRL+SHIFT+F9
Fields	Unlock a field	CTRL+SHIFT+F11
fields	Unlock a field	CTRL+SHIFT+F11
Fields	Update linked information in a Word source document	CTRL+SHIFT+F7
fields	Update linked information in a Word source document	CTRL+SHIFT+F7
fields	Update selected fields	F9
find replace and browse text (dup?)	Browse through a document	ALT+CTRL+HOME
find replace and browse text (dup?)	Find text, formatting, and special items	CTRL+F
find replace and browse text (dup?)	Go back to a page, bookmark, footnote, table, comment, graphic, or other location	ALT+CTRL+Z
find replace and browse text (dup?)	Go to a page, bookmark, footnote, table, comment, graphic, or other location	CTRL+G
find replace and browse text (dup?)	Repeat find (after closing Find and Replace window)	ALT+CTRL+Y
find replace and browse text (dup?)	Replace text, specific formatting, and special items	CTRL+H
Find/Replace	Find text, formatting, and special items	CTRL+F
Find/Replace	Repeat find (after closing Find and Replace window)	ALT+CTRL+Y
Find/Replace	Replace text, specific formatting, and special items	CTRL+H
fonts	Change the font	CTRL+SHIFT+F
fonts	Change the font size	CTRL+SHIFT+P
fonts	Decrease the font size	CTRL+SHIFT+<
fonts	Decrease the font size by 1 point	CTRL+[
fonts	Increase the font size	CTRL+SHIFT+>
fonts	Increase the font size by 1 point	CTRL+]
formatting	Show/Hide all formatting	CTRL+SHIFT+8 (on alpha numeric keys)

Category	Description	Keystrokes
Formatting	Toggle Show/Hide	CTRL+SHIFT+8
FuncKeys	Activate the menu bar	F10
FuncKeys	Choose the Go To command (Edit menu)	F5
FuncKeys	Choose the Save As command (File menu)	F12
FuncKeys	Choose the Spelling command (Tools menu)	F7
FuncKeys	Extend	F8
FuncKeys	Get online Help or the Office Assistant	F1
FuncKeys	Go to next pane or frame	F6
FuncKeys	Go to the next field	F11
FuncKeys	Insert an AutoText entry (after Word displays the entry)	F3
FuncKeys	Move text or graphics	F2
FuncKeys	Repeat the last action	F4
FuncKeys	Update selected fields	F9
help	Close the active Help window	ALT+F4
help	Display the Options menu to access any Help toolbar command	ALT+O
help	Display the program Control menu	ALT+SPACEBAR
help	Move between the navigation pane and topic pane	F6
Help Asst	Show the Assistant in a wizard, or turn off Help with the wizard.	TAB (if a wizard is showing) to select Microsoft Word Help-, then the SPACEBAR to show the Assistant or turn off Help with the wizard
help/asst	Close an Assistant message or a tip.	ESC
help/asst	Display the Assistant balloon.	F1, if the Assistant is showing
help/asst	See more Help topics.	ALT+DOWN ARROW
help/asst	See previous Help topics.	ALT+UP ARROW
help/asst	Select a Help topic from the list the Assistant displays.	ALT+number (ALT+1 is the first topic, ALT+2 is the second, and so on)
help/navigate	Open or close a selected book, or open a selected Help topic	ENTER
help/navigate	Select the next book or Help topic	DOWN ARROW
help/navigate	Select the previous book or Help topic	UP ARROW

Category	Description	Keystrokes
help/navigate	Switch to the Answer Wizard tab	ALT+A
help/navigate	Switch to the Contents tab	ALT+C
help/navigate	Switch to the Index tab	ALT+I
help/navigate	Switch to the next tab	CTRL+TAB
help/navigate	Switch to the previous tab	CTRL+SHIFT+TAB
help/topics	Activate a selected hyperlink	ENTER
help/topics	Close a pop-up window	ESC
help/topics	Copy the selected items to the Clipboard	CTRL+C
help/topics	Go back to a Help topic you viewed previously	ALT+LEFT ARROW
help/topics	Go forward to a Help topic you viewed previously	ALT+RIGHT ARROW
help/topics	Go to the first or next hyperlink	TAB
help/topics	Go to the last or previous hyperlink	SHIFT+TAB
help/topics	Move to the beginning of a Help topic	HOME
help/topics	Move to the end of a Help topic	END
help/topics	Print the active Help topic	CTRL+P
help/topics	Scroll toward the beginning of a Help topic	UP ARROW
help/topics	Scroll toward the beginning of a Help topic in larger increments	PAGE UP
help/topics	Scroll toward the end of a Help topic	DOWN ARROW
help/topics	Scroll toward the end of a Help topic in larger increments	PAGE DOWN
help/topics	Select the entire Help topic	CTRL+A
insert to table	First cell in a column	ALT+PAGE UP
insert to table	First cell in a row	ALT+HOME
insert to table	Last cell in a column	ALT+PAGE DOWN
insert to table	Last cell in a row	ALT+END
insert to table	Next cell in a row	TAB
insert to table	Next row	DOWN ARROW
insert to table	Previous cell in a row	SHIFT+TAB
insert to table	Previous row	UP ARROW
line spacing	Add or remove one line space preceding a paragraph	CTRL+0 (zero)

Category	Description	Keystrokes
line spacing	Double-space lines	CTRL+2
line spacing	Set 1.5-line spacing	CTRL+5
line spacing	Single-space lines	CTRL+1
Macros	Display Microsoft Visual Basic code	ALT+F11
Macros	Display Microsoft Visual Studio code	ALT+SHIFT+F11
Macros	Run a macro	ALT+F8
mail merge	Edit a mail-merge data document	ALT+SHIFT+E
mail merge	Edit a mail-merge data document	ALT+SHIFT+E
mail merge	Insert a merge field	ALT+SHIFT+F
mail merge	Insert a merge field	ALT+SHIFT+F
mail merge	Merge a document	ALT+SHIFT+N
mail merge	Merge a document	ALT+SHIFT+N
mail merge	Preview a mail merge	ALT+SHIFT+K
mail merge	Preview a mail merge	ALT+SHIFT+K
mail merge	Print the merged document	ALT+SHIFT+M
mail merge	Print the merged document	ALT+SHIFT+M
menus	Add a toolbar button to a menu. When you type this shortcut key and then click a toolbar button, Microsoft Word adds the button to the appropriate menu. For example, click Bullets on the Formatting toolbar to add the Bullets command to the Format menu.	ALT+CTRL+=
menus	Close the visible menu and submenu at the same time	ALT
menus	Close the visible menu; or, with a submenu visible, close the submenu only	ESC
menus	Customize the shortcut key for a menu command. When you type this shortcut key and then select a menu command, the Customize Keyboard dialog box opens so you can add, change, or remove the shortcut key.	ALT+CTRL++ (plus key on numeric keypad)
menus	Make the menu bar active	F10
menus	Remove a command from a menu. When you type this shortcut key and then select a menu command, the command is removed. You can add the	ALT+CTRL+- (dash key)

Category	Description	Keystrokes
	menu command back to the menu if you change your mind.	
menus	Select the first or last command on the menu or submenu	HOME or END
menus	Select the menu to the left or right; or, with a submenu visible, switch between the main menu and the submenu	LEFT ARROW or RIGHT ARROW
menus	Select the next or previous command on the menu or submenu	DOWN ARROW or UP ARROW (with the menu or submenu displayed)
menus	Show the program icon menu (on the program title bar)	ALT+SPACEBAR
menus	Show the shortcut menu	SHIFT+F10
move cursor	Down one line	DOWN ARROW
move cursor	Down one screen (scrolling)	PAGE DOWN
move cursor	One cell to the left (in a table)	SHIFT+TAB
move cursor	One cell to the right (in a table)	TAB
move cursor	One character to the left	LEFT ARROW
move cursor	One character to the right	RIGHT ARROW
move cursor	One paragraph down	CTRL+DOWN ARROW
move cursor	One paragraph up	CTRL+UP ARROW
move cursor	One word to the left	CTRL+LEFT ARROW
move cursor	One word to the right	CTRL+RIGHT ARROW
move cursor	To a previous revision	SHIFT+F5
move cursor	To the beginning of a document	CTRL+HOME
move cursor	To the beginning of a line	HOME
move cursor	To the end of a document	CTRL+END
move cursor	To the end of a line	END
move cursor	To the end of the window	ALT+CTRL+PAGE DOWN
move cursor	To the location of the insertion point when the document was last closed	SHIFT+F5
move cursor	To the top of the next page	CTRL+PAGE DOWN
move cursor	To the top of the previous page	CTRL+PAGE UP
move cursor	To the top of the window	ALT+CTRL+PAGE UP
move cursor	Up one line	UP ARROW
move cursor	Up one screen (scrolling)	PAGE UP
open/save	Closes the dialog box and opens your	ALT+3

Category	Description	Keystrokes
	World Wide Web search page (Search the Web button)	
open/save	Create a new subfolder in the open folder (Create New Folder button)	ALT+5
open/save	Delete the selected folder or file (Delete button)	ALT+4
open/save	Display the Open dialog box	CTRL+F12
open/save	Display the Save As dialog box	F12
open/save	Go to the previous folder ()	ALT+1
open/save	Open the folder up one level from the open folder (Up One Level button)	ALT+2
open/save	Show the Tools menu (Tools button)	ALT+7
open/save	Switch between List, Details, Properties, and Preview views (click the arrow next to Views)	ALT+6
open/save	Update the files visible in the Open or Save As dialog box (File menu)	F5
outlines	Collapse text under a heading	ALT+SHIFT+MINUS SIGN
outlines	Collapse text under a heading	ALT+SHIFT+MINUS SIGN
outlines	Demote a paragraph	ALT+SHIFT+RIGHT ARROW
outlines	Demote a paragraph	ALT+SHIFT+RIGHT ARROW
outlines	Demote to body text	CTRL+SHIFT+N
outlines	Demote to body text	CTRL+SHIFT+N
outlines	Expand or collapse all text or headings	ALT+SHIFT+A or the asterisk (*) key on the numeric keypad
outlines	Expand or collapse all text or headings	ALT+SHIFT+A or the asterisk (*) key on the numeric keypad
outlines	Expand text under a heading	ALT+SHIFT+PLUS SIGN
outlines	Expand text under a heading	ALT+SHIFT+PLUS SIGN
outlines	Hide or display character formatting	The slash (/) key on the numeric keypad
outlines	Hide or display character formatting	The slash (/) key on the numeric keypad

Category	Description	Keystrokes
outlines	Move selected paragraphs down	ALT+SHIFT+DOWN ARROW
outlines	Move selected paragraphs down	ALT+SHIFT+DOWN ARROW
outlines	Move selected paragraphs up	ALT+SHIFT+UP ARROW
outlines	Move selected paragraphs up	ALT+SHIFT+UP ARROW
outlines	Promote a paragraph	ALT+SHIFT+LEFT ARROW
outlines	Promote a paragraph	ALT+SHIFT+LEFT ARROW
outlines	Show all headings up to Heading n	ALT+SHIFT+n
outlines	Show all headings up to Heading n	ALT+SHIFT+n
outlines	Show all headings with the Heading 1 style	ALT+SHIFT+1
outlines	Show all headings with the Heading 1 style	ALT+SHIFT+1
outlines	Show the first line of body text or all body text	ALT+SHIFT+L
outlines	Show the first line of body text or all body text	ALT+SHIFT+L
preview/print	Move around the preview page when zoomed in	Arrow keys
preview/print	Move by one preview page when zoomed out	PAGE UP or PAGE DOWN
preview/print	Move to the first preview page when zoomed out	CTRL+HOME
preview/print	Move to the last preview page when zoomed out	CTRL+END
preview/print	Print a document	CTRL+P
preview/print	Switch in or out of Print Preview	ALT+CTRL+I
Program	Close the window	CTRL+F4
Program	Display Microsoft System Information	CTRL+ALT+F1
Program	Go to the next window	CTRL+F6
Program	Go to the previous window	CTRL+SHIFT+F6
Program	Maximize the document window	CTRL+F10
Program	Maximize the program window	ALT+F10
Program	Quit Word	ALT+F4
Program	Restore the document window size	CTRL+F5
Program	Restore the program window size	ALT+F5
refs/notes	Insert a footnote	ALT+CTRL+F

Category	Description	Keystrokes
refs/notes	Insert an endnote	ALT+CTRL+D
refs/notes	Mark a table of authorities entry	ALT+SHIFT+I
refs/notes	Mark a table of contents entry	ALT+SHIFT+O
refs/notes	Mark an index entry	ALT+SHIFT+X
review	Go to the beginning of a comment	HOME
review	Go to the beginning of the list of comments	CTRL+HOME
review	Go to the end of a comment	END
review	Go to the end of the list of comments	CTRL+END
review	Insert a comment	ALT+CTRL+M
review	Turn track changes on or off	CTRL+SHIFT+E
select	One character to the left	SHIFT+LEFT ARROW
select	One character to the right	SHIFT+RIGHT ARROW
select	One line down	SHIFT+DOWN ARROW
select	One line up	SHIFT+UP ARROW
select	One screen down	SHIFT+PAGE DOWN
select	One screen up	SHIFT+PAGE UP
select	To a specific location in a document	F8+arrow keys; press ESC to cancel selection mode
select	To a vertical block of text	CTRL+SHIFT+F8, and then use the arrow keys; press ESC to cancel selection mode
select	To include the entire document	CTRL+A
select	To the beginning of a document	CTRL+SHIFT+HOME
select	To the beginning of a line	SHIFT+HOME
select	To the beginning of a paragraph	CTRL+SHIFT+UP ARROW
select	To the beginning of a word	CTRL+SHIFT+LEFT ARROW
select	To the end of a document	CTRL+SHIFT+END
select	To the end of a line	SHIFT+END
select	To the end of a paragraph	CTRL+SHIFT+DOWN ARROW
select	To the end of a window	ALT+CTRL+SHIFT+PAGE DOWN
select	To the end of a word	CTRL+SHIFT+RIGHT ARROW
select/tbl	Extend (or block)	CTRL+SHIFT+F8, and then use the arrow keys; press ESC to cancel selection mode
select/tbl	Extend to adjacent cells	Hold down SHIFT and press an arrow key repeatedly

Category	Description	Keystrokes
select/tbl	Reduce the selection size	SHIFT+F8
select/tbl	Select a column	Click in the column's top or bottom cell. Hold down SHIFT and press the UP ARROW or DOWN ARROW key repeatedly
select/tbl	Select an entire table	ALT+5 on the numeric keypad (with NUM LOCK off)
select/tbl	Select the next cell's contents	TAB
select/tbl	Select the preceding cell's contents	SHIFT+TAB
Selection	Extend or block (then press an arrow key)	CTRL+SHIFT+F8
shft/func	Change the case of letters	SHIFT+F3
shft/func	Choose the Save command (File menu)	SHIFT+F12
shft/func	Choose the Thesaurus command (Tools menu, Language submenu)	SHIFT+F7
shft/func	Copy text	SHIFT+F2
shft/func	Display a shortcut menu	SHIFT+F10
shft/func	Go to the previous field	SHIFT+F11
shft/func	Go to the previous pane or frame	SHIFT+F6
shft/func	Move to a previous revision	SHIFT+F5
shft/func	Repeat a Find or Go To action	SHIFT+F4
shft/func	Shrink a selection	SHIFT+F8
shft/func	Start context-sensitive Help or reveal formatting	SHIFT+F1
shft/func	Switch between a field code and its result	SHIFT+F9
special chars	A column break	CTRL+SHIFT+ENTER
special chars	A field	CTRL+F9
special chars	A line break	SHIFT+ENTER
special chars	A nonbreaking hyphen	CTRL+SHIFT+HYPHEN
special chars	A nonbreaking space	CTRL+SHIFT+SPACEBAR
special chars	A page break	CTRL+ENTER
special chars	An AutoText entry	ENTER (after typing the first few characters of the AutoText entry name and when the ScreenTip appears)
special chars	An ellipsis	ALT+CTRL+period
special chars	An optional hyphen	CTRL+HYPHEN

Category	Description	Keystrokes
special chars	The copyright symbol	ALT+CTRL+C
special chars	The registered trademark symbol	ALT+CTRL+R
special chars	The trademark symbol	ALT+CTRL+T
Spelling	Find the next misspelling or grammatical error. The Check spelling as you type check box must be selected (Tools menu, Options dialog box, Spelling & Grammar tab).	ALT+F7
styles	Apply a style	CTRL+SHIFT+S
styles	Apply the Heading 1 style	ALT+CTRL+1
styles	Apply the Heading 2 style	ALT+CTRL+2
styles	Apply the Heading 3 style	ALT+CTRL+3
styles	Apply the List style	CTRL+SHIFT+L
styles	Apply the Normal style	CTRL+SHIFT+N
styles	Start AutoFormat	ALT+CTRL+K
tables	First cell in a column	ALT+PAGE UP
tables	First cell in a row	ALT+HOME
tables	Last cell in a column	ALT+PAGE DOWN
tables	Last cell in a row	ALT+END
tables	Next cell in a row	TAB
tables	Next row	DOWN ARROW
tables	Previous cell in a row	SHIFT+TAB
tables	Previous row	UP ARROW
text format	Copy formats	CTRL+SHIFT+C
text format	Display nonprinting characters	CTRL+SHIFT+* (asterisk)
text format	Paste formats	CTRL+SHIFT+V
text format	Review text formatting	SHIFT+F1 (then click the text whose formatting you want to review)
textbox	Move one character to the left or right	LEFT ARROW or RIGHT ARROW
textbox	Move one word to the left or right	CTRL+LEFT ARROW or CTRL+RIGHT ARROW
textbox	Move to the beginning of the line	HOME
textbox	Move to the end of the line	END
textbox	Select from the insertion point to the beginning of the line	SHIFT+HOME
textbox	Select from the insertion point to the	SHIFT+END

Category	Description	Keystrokes
	end of the line	
textbox	Select or cancel the selection of one character to the left	SHIFT+LEFT ARROW
textbox	Select or cancel the selection of one character to the right	SHIFT+RIGHT ARROW
textbox	Select or cancel the selection of one word to the left	CTRL+SHIFT+LEFT ARROW
textbox	Select or cancel the selection of one word to the right	CTRL+SHIFT+RIGHT ARROW
toolbars	Enter text in a text box	ENTER (when the text box is selected)
toolbars	Make the menu bar active	F10
toolbars	Move through options in a menu or drop-down list	Arrow keys
toolbars	Open the menu	ENTER (when a menu on a toolbar is selected)
toolbars	Perform the action assigned to a button	ENTER (when a button is selected)
toolbars	Select the next or previous button or menu on the toolbar	TAB or SHIFT+TAB (when a toolbar is active)
toolbars	Select the next or previous toolbar	CTRL+TAB or CTRL+SHIFT+TAB
toolbars	Select the option you want	ENTER (when a drop-down list box is selected)
undo/redo	Cancel an action	ESC
undo/redo	Redo or repeat an action	CTRL+Y
undo/redo	Undo an action	CTRL+Z
views	Move between a master document and its subdocuments	CTRL+\
views	Switch to normal view	ALT+CTRL+N
views	Switch to outline view	ALT+CTRL+O
views	Switch to print layout view	ALT+CTRL+P
views (dup?)	Move between a master document and its subdocuments	CTRL+\
views (dup?)	Switch to normal view	ALT+CTRL+N
views (dup?)	Switch to outline view	ALT+CTRL+O
views (dup?)	Switch to print layout view	ALT+CTRL+P
web page	Go back one page	ALT+LEFT ARROW
web page	Go forward one page	ALT+RIGHT ARROW
web page	Insert a hyperlink	CTRL+K

Category	Description	Keystrokes
web page	Refresh	F9
windows	Carry out the Move command when the document window isn't maximized (document icon menu, menu bar)	CTRL+F7, press arrow keys, and then press ENTER
windows	Carry out the Size command when the document window isn't maximized (document icon menu, menu bar)	CTRL+F8, press arrow keys, and then press ENTER
windows	Close the active document window	CTRL+W
windows	Maximize the document window or restore the window to its previous size and location	CTRL+F10
windows	Restore the size of the active document window after you've maximized the window	CTRL+F5
windows	Show the Microsoft Windows Start menu	CTRL+ESC
windows	Switch to the next program or Microsoft Word document window	ALT+TAB
windows	Switch to the next Word document window	CTRL+F6
windows	Switch to the previous program or Word document window	ALT+SHIFT+TAB
windows	Switch to the previous Word document window	CTRL+SHIFT+F6
word email	Check the names on the To, Cc and Bcc lines against the Address Book	ALT+K
word email	Create a message flag	CTRL+SHIFT+G
word email	Go to the Subject field	ALT+J
word email	Open the Address Book	CTRL+SHIFT+B
word email	Open the Address Book in the Bcc field	ALT+B
word email	Open the Address Book in the To field	ALT+. (period)
word email	Open the Microsoft Outlook Message Options dialog box (in a message, View menu, Options command)	ALT+P
word email	Opens the Address Book in the Cc field	ALT+C
word email	Select the next box in the e-mail header or the body of the document or message when the last box in the e-mail header is active	TAB
word email	Select the previous field or button in the e-mail header	SHIFT+TAB

<i>Category</i>	<i>Description</i>	<i>Keystrokes</i>
<i>word email</i>	Send the active document or message	ALT+S