**Quick Reference for Microsoft Word**

**Common tasks in Microsoft Word**

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| **To do this** | **Press** |
| Create a nonbreaking space. | CTRL+SHIFT+SPACEBAR |
| Create a nonbreaking hyphen. | CTRL+SHIFT+HYPHEN |
| Make letters bold. | CTRL+B |
| Make letters italic. | CTRL+I |
| Make letters underline. | CTRL+U |
| Decrease font size one value. | CTRL+SHIFT+< |
| Increase font size one value. | CTRL+SHIFT+> |
| Decrease font size 1 point. | CTRL+[ |
| Increase font size 1 point. | CTRL+] |
| Remove paragraph or character formatting. | CTRL+SPACEBAR |
| Copy the selected text or object. | CTRL+C |
| Cut the selected text or object. | CTRL+X |
| Paste text or an object. | CTRL+V |
| Paste special. | CTRL+ALT+V |
| Paste formatting only | CTRL+SHIFT+V |
| Undo the last action. | CTRL+Z |
| Redo the last action. | CTRL+Y |
| Open the **Word Count** dialog box. | CTRL+Y |

**Working with documents and webpages**

**Create, view and save documents**

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| **To do this** | **Press** |
| Create a new document. | CTRL+N |
| Open a document. | CTRL+O |
| Close a document. | CTRL+W |
| Split the document window. | ALT+CTRL+S |
| Remove the document window split. | ALT+SHIFT+C or ALT+CTRL+S |
| Save a document. | CTRL+S |

**Find, replace and browse through text**

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| **To do this** | **Press** |
| Open the **Navigation** task pane (to search document). | CTRL+F |
| Repeat find (after closing **Find and Replace** window). | ALT+CTRL+Y |
| Replace text, specific formatting, and special items. | CTRL+H |
| Go to a page, bookmark, footnote, table, comment, graphic, or other location. | CTRL+G |
| Switch between the last four locations that you have edited. | ALT+CTRL+Z |
| Open a list of browse options. Press the arrow keys to select an option, and then press ENTER to browse through a document by using the selected option. | ALT+CTRL+HOME |
| Move to the previous browse object (set in browse options). | CTRL+PAGE UP |
| Move to the next browse object (set in browse options). | CTRL+PAGE DOWN |

**Switch to another view**

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| **To do this** | **Press** |
| Switch to Print Layout view. | ALT+CTRL+P |
| Switch to Outline view. | ALT+CTRL+O |
| Switch to Draft view. | ALT+CTRL+N |

**Outline view**

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| **To do this** | **Press** |
| Promote a paragraph. | ALT+SHIFT+LEFT ARROW |
| Demote a paragraph. | ALT+SHIFT+RIGHT ARROW |
| Demote to body text. | CTRL+SHIFT+N |
| Move selected paragraphs up. | ALT+SHIFT+UP ARROW |
| Move selected paragraphs down. | ALT+SHIFT+DOWN ARROW |
| Expand text under a heading. | ALT+SHIFT+PLUS SIGN |
| Collapse text under a heading. | ALT+SHIFT+MINUS SIGN |
| Expand or collapse all text or headings. | ALT+SHIFT+A |
| Hide or display character formatting. | The slash (/) key on the numeric keypad |
| Show the first line off body text or all body text. | ALT+SHIFT+L |
| Show all headings with the Heading 1 style. | ALT+SHIFT+1 |
| Show all headings up to Heading *n*. | ALT+SHIFT+*n* |
| Insert a tab character. | CTRL+TAB |

**Print and preview documents**

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| **To do this** | **Press** |
| Print a document. | CTRL+P |
| Switch to print preview. | ALT+CTRL+I |
| Move around the preview page when zoomed in. | Arrow keys |
| Move by one preview page when zoomed out. | PAGE UP or PAGE DOWN |
| Move to the first preview page when zoomed out. | CTRL+HOME |
| Move to the last preview page when zoomed out. | CTRL+END |

**Review documents**

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| **To do this** | **Press** |
| Insert a comment. | ALT+CTRL+M |
| Turn change tracking on or off. | CTRL+SHIFT+E |
| Close the Reviewing Pane if it is open. | ALT+SHIFT+C |

**Full Screen Reading view**

**Note** Some screen readers may not be compatible with Full Screen Reading view.

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| **To do this** | **Press** |
| Go to the beginning of document. | HOME |
| Go to the end of document. | END |
| Go to page *n*. | *n*, ENTER |
| Exit reading layout view. | ESC |

**References, footnotes and endnotes**

|  |  |
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| **To do this** | **Press** |
| Mark a table of contents entry. | ALT+SHIFT+O |
| Mark a table of authorities entry (citation). | ALT+SHIFT+I |
| Mark an index entry. | ALT+SHIFT+X |
| Insert a footnote. | ALT+SHIFT+F |
| Insert an endnote. | ALT+SHIFT+D |

**Work with webpages**

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| **To do this** | **Press** |
| Insert a hyperlink. | CTRL+K |
| Go back one page. | ALT+LEFT ARROW |
| Go forward one page. | ALT+RIGHT ARROW |
| Refresh. | F9 |

**Edit and move text and graphics**

**Delete text and graphics**

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| **To do this** | **Press** |
| Delete one character to the left. | BACKSPACE |
| Delete one word to the left. | CTRL+BACKSPACE |
| Delete one character to the right. | DELETE |
| Delete one word to the right. | CTRL+DELETE |
| Cut selected text to the Office Clipboard. | CTRL+X |
| Undo the last action. | CTRL+Z |
| Cut to the Spike. | CTRL+F3 |

**Copy and move text and graphics**

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| **To do this** | **Press** |
| Open the Office Clipboard. | Press ALT+H to move to the **Home** tab, and then press F,O |
| Copy selected text or graphics to the Office Clipboard. | CTRL+C |
| Cut selected text or graphics to the Office Clipboard. | CTRL+X |
| Paste the most recent addition or pasted item from the Office Clipboard. | CTRL+V |
| Move text or graphics one time. | F2 (then move the cursor and press ENTER) |
| Copy text or graphics one time. | SHIFT+F2 (then move the cursor and press ENTER) |
| When text or an object is selected, open the **Create New Building Block** dialog box. | ALT+F3 |
| When the building block - for example, a SmartArt graphic - is selected, display the shortcut menu that is associated with it. | SHIFT+F10 |
| Cut to the Spike. | CTRL+F3 |
| Paste the Spike contents. | CTRL+SHIFT+F3 |
| Copy the header or footer used in the previous section of the document. | ALT+SHIFT+R |

**Insert special characters**

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| **To insert this** | **Press** |
| A field | CTRL+F9 |
| A line break | SHIFT+ENTER |
| A page break | CTRL+ENTER |
| A column break | CTRL+SHIFT+ENTER |
| An em dash | ALT+CTRL+MINUS SIGN |
| An en dash | CTRL+MINUS SIGN |
| An optional hyphen | CTRL+HYPHEN |
| A nonbreaking hyphen | CTRL+SHIFT+HYPHEN |
| A nonbreaking space | CTRL+SHIFT+SPACEBAR |
| The copyright symbol | ALT+CTRL+C |
| The registered trademark symbol | ALT+CTRL+R |
| The trademark symbol | ALT+CTRL+T |
| An ellipsis | ALT+CTRL+PERIOD |
| A single opening quotation mark | CTRL+`(single quotation mark),`(single quotation mark) |
| A single closing quotation mark | CTRL+'(single quotation mark),'(single quotation mark) |
| Double opening quotation marks | CTRL+`(single quotation mark),SHIFT+`(single quotation mark) |
| Double closing quotation marks | CTRL+'(single quotation mark),SHIFT+'(single quotation mark) |
| An AutoText entry | ENTER (after you type the first few characters of the AutoText entry name and when the ScreenTip appears) |

**Insert characters by using character codes**

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| **To do this** | **Press** |
| Insert the Unicode character for the specified Unicode (hexadecimal) character code. For example, to insert the euro currency symbol, type **20AC**, and then hold down ALT and press X. | *The character code*, ALT+X |
| Find the Unicode character code for the selected character. | ALT+X |
| Insert the ANSI character for the specified ANSI (decimal) character code. For example, to insert the euro currency symbol, hold down ALT and press 0128 on the numeric keypad. | ALT+*the character code*(on the numeric keypad) |

**Select text and graphics**

Select text by holding down SHIFT and using the arrow keys to move the cursor.

**Extend a selection**

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| **To do this** | **Press** |
| Turn extend mode on. | F8 |
| Select the nearest character. | F8, and then press LEFT ARROW or RIGHT ARROW |
| Increase the size of a selection. | F8 (press one time to select a word, two times to select a sentence, and so on) |
| Reduce the size of a selection. | SHIFT+F8 |
| Turn extend mode off. | ESC |
| Extend a selection one character to the right. | SHIFT+RIGHT ARROW |
| Extend a selection one character to the left. | SHIFT+LEFT ARROW |
| Extend a selection to the end of a word. | CTRL+SHIFT+RIGHT ARROW |
| Extend a selection to the beginning of a word. | CTRL+SHIFT+LEFT ARROW |
| Extend a selection to the end of a line. | SHIFT+END |
| Extend a selection to the beginning of a line. | SHIFT+HOME |
| Extend a selection one line down. | SHIFT+DOWN ARROW |
| Extend a selection one line up. | SHIFT+UP ARROW |
| Extend a selection to the end of a paragraph. | CTRL+SHIFT+DOWN ARROW |
| Extend a selection to the beginning of a paragraph. | CTRL+SHIFT+UP ARROW |
| Extend a selection one screen down. | SHIFT+PAGE DOWN |
| Extend a selection one screen up. | SHIFT+PAGE UP |
| Extend a selection to the beginning of a document. | CTRL+SHIFT+HOME |
| Extend a selection to the end of a document. | CTRL+SHIFT+END |
| Extend a selection to the end of a window. | ALT+CTRL+SHIFT+PAGE DOWN |
| Extend a selection to include the complete document. | CTRL+A |
| Select a vertical block of text. | CTRL+SHIFT+F8, and then use the arrow keys; press ESC to cancel selection mode |
| Extend a selection to a specific location in a document. | F8+arrow keys; press ESC to cancel selection mode |

**Select text and graphics in a table**

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| **To do this** | **Press** |
| Select the next cell's contents. | TAB |
| Select the previous cell's contents. | SHIFT+TAB |
| Extend a selection to adjacent cells. | Hold down SHIFT and press an arrow key repeatedly |
| Select a column. | Use the arrow keys to move to the column's top or bottom cell, and then do one of the following:* Press SHIFT+ALT+PAGE DOWN to select the column from top to bottom.
* Press SHIFT+ALT+PAGE UP to select the column from bottom to top.
 |
| Extend a selection (or block). | CTRL+SHIFT+F8, and then use the arrow keys; press ESC to cancel section mode |
| Select a complete table. | ALT+F5 on the numeric keypad (with NUM LOCK off) |

**Move through your document**

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| **To move** | **Press** |
| One character to the left | LEFT ARROW |
| One character to the right | RIGHT ARROW |
| One word to the left | CTRL+LEFT ARROW |
| One word to the right | CTRL+RIGHT ARROW |
| One paragraph up | CTRL+UP ARROW |
| One paragraph down | CTRL+DOWN ARROW |
| One cell to the left (in a table) | SHIFT+TAB |
| One cell to the right (in a table) | TAB |
| Up one line | UP ARROW |
| Down one line | DOWN ARROW |
| To the end of a line | END |
| To the beginning of a line | HOME |
| To the top of the window | ALT+CTRL+PAGE UP |
| To the end of the window | ALT+CTRL+PAGE DOWN |
| Up one screen (scrolling) | PAGE UP |
| Down one screen (scrolling) | PAGE DOWN |
| To the top of the next page | CTRL+PAGE DOWN |
| To the top of the previous page | CTRL+PAGE UP |
| To the end of a document | CTRL+END |
| To the beginning of a document | CTRL+HOME |
| To a previous revision | SHIFT+F5 |
| After you open a document, go to the location that you were working in when the document was last closed | SHIFT+F5 |

**Move around in a table**

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| **To move** | **Press** |
| To the next cell in a row | TAB |
| To the previous cell in a row | SHIFT+TAB |
| To the first cell in a row | ALT+HOME |
| To the last cell in a row | ALT+END |
| To the first cell in a column | ALT+PAGE UP |
| To the last cell in a column | ALT+PAGE DOWN |
| To the previous row | UP ARROW |
| To the next row | DOWN ARROW |
| Row up | ALT+SHIFT+UP ARROW |
| Row down | ALT+SHIFT+DOWN ARROW |

**Insert paragraphs and tab characters in a table**

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| **To insert** | **Press** |
| New paragraphs in a cell | ENTER |
| Tab characters in a cell | CTRL+TAB |

**Use Overtype mode**

To change the Overtype settings so that you can access Overtype mode by pressing INSERT, follow these steps:

1. Press ALT+F, T to open **Word Options**.
2. Press A to select ADVANCED, and then press TAB.
3. Press ALT+O to move to the **Use the Insert key to control overtype mode** check box.
4. Press SPACEBAR to select the check box, and then press ENTER.

To turn Overtype mode on or off, press INSERT.

**Character and paragraph formatting**

**Copy formatting**

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| **To do this** | **Press** |
| Copy formatting from text. | CTRL+SHIFT+C |
| Apply copied formatting to text. | CTRL+SHIFT+V |

**Change or resize the font**

**Note** The following keyboard shortcuts do not work in Full Screen Reading mode.

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| **To do this** | **Press** |
| Open the **Font** dialog box to change the font. | CTRL+SHIFT+F |
| Increase the font size. | CTRL+SHIFT+> |
| Decrease the font size. | CTRL+SHIFT+< |
| Increase the font size by 1 point. | CTRL+] |
| Decrease the font size by 1 point. | CTRL+[ |

**Apply character formats**

|  |  |
| --- | --- |
| **To do this** | **Press** |
| Open the **Font** dialog box to change the formatting of characters. | CTRL+D |
| Change the case of letters. | SHIFT+F3 |
| Format all letters as capitals. | CTRL+SHIFT+A |
| Apply bold formatting. | CTRL+B |
| Apply an underline. | CTRL+U |
| Underline words but not spaces. | CTRL+SHIFT+W |
| Double-underline text. | CTRL+SHIFT+D |
| Apply hidden text formatting. | CTRL+SHIFT+H |
| Apply italic formatting. | CTRL+I |
| Format letters as small capitals. | CTRL+SHIFT+K |
| Apply subscript formatting (automatic spacing). | CTRL+EQUAL SIGN |
| Apply superscript formatting (automatic spacing). | CTRL+SHIFT+PLUS SIGN |
| Remove manual character formatting. | CTRL+SPACEBAR |
| Change the selection to the Symbol font. | CTRL+SHIFT+Q |

**View and copy text formats**

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| --- | --- |
| **To do this:** | **Press:** |
| Display nonprinting characters. | CTRL+SHIFT+\* (asterisk on numeric keypad does not work) |
| Review text formatting. | SHIFT+F1 (then click the text with the formatting you want to review) |
| Copy formats. | CTRL+SHIFT+C |
| Paste formats. | CTRL+SHIFT+V |

**Set the line spacing**

|  |  |
| --- | --- |
| **To do this** | **Press** |
| Single-space lines. | CTRL+1 |
| Double-space lines. | CTRL+2 |
| Set 1.5-line spacing. | CTRL+5 |
| Add or remove one line space before a paragraph. | CTRL+0 (zero) |

**Align paragraphs**

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| **To do this** | **Press** |
| Switch a paragraph between centered and left-aligned. | CTRL+E |
| Switch a paragraph between justified and left-aligned. | CTRL+J |
| Switch a paragraph between right-aligned and left-aligned. | CTRL+R |
| Left align a paragraph. | CTRL+L |
| Indent a paragraph from the left. | CTRL+M |
| Remove a paragraph indent from the left. | CTRL+SHIFT+M |
| Create a hanging indent. | CTRL+T |
| Reduce a hanging indent. | CTRL+SHIFT+T |
| Remove paragraph formatting. | CTRL+Q |

**Apply paragraph styles**

|  |  |
| --- | --- |
| **To do this** | **Press** |
| Open **Apply Styles** task pane. | CTRL+SHIFT+S |
| Open **Styles** task pane. | ALT+CTRL+SHIFT+S |
| Start AutoFormat. | ALT+CTRL+K |
| Apply the Normal style. | CTRL+SHIFT+N |
| Apply the Heading 1 style. | ALT+CTRL+1 |
| Apply the Heading 2 style. | ALT+CTRL+2 |
| Apply the Heading 3 style. | ALT+CTRL+3 |

To close the **Styles** task pane, follow these steps:

1. If the **Styles** task pane is not selected, press F6 to select it.
2. Press CTRL+SPACEBAR.
3. Use the arrow keys to select **Close**, and then press ENTER.

**Insert and edit objects**

**Insert an object**

To insert an object, follow these steps:

1. Press ALT, N, J and then J to open the **Object** dialog box.
2. Do one of the following:
	* Press DOWN ARROW to select an object type, and then press ENTER to create an object.
	* Press CTRL+TAB to switch to the **Create from File** tab, press TAB, and then type the file name of the object that you want to insert or browse to the file.

**Edit an object**

To edit an object, follow these steps:

1. With the cursor positioned to the left of the object in your document, select the object by pressing SHIFT+RIGHT ARROW.
2. Press SHIFT+F10.
3. Press the TAB key to reach Object name, press ENTER, and then press ENTER again.

**Insert SmartArt graphics**

To insert SmartArt graphics, follow these steps:

1. Press and release ALT, N, and then M to select **SmartArt**.
2. Press the arrow keys to select the kind of graphic that you want.
3. Press TAB, and then press the arrow keys to select the graphic that you want to insert.
4. Press ENTER.

**Insert WordArt**

To insert WordArt, follow these steps:

1. Press and release ALT, N, and then W to select **WordArt**.
2. Press the arrow keys to select the WordArt style that you want, and then press ENTER.
3. Type the text that you want.
4. Press ESC to select the WordArt object, and then use the arrow keys to move the object.
5. Press ESC again to return to the document.