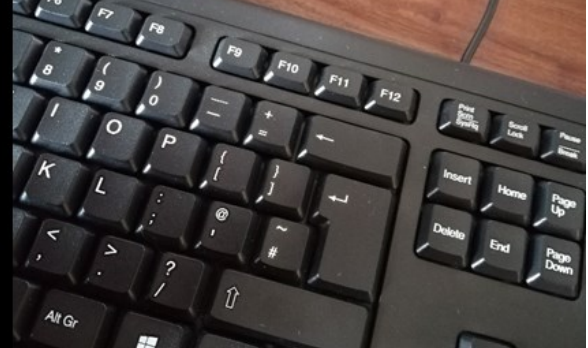# KEYBOARD SHORTCUTS FOR MICROSOFT WORD

There are 100's of keyboard shortcuts for Microsoft Office Apps. Some of them are the same across all Microsoft apps, such as Ctrl A, Ctrl B and Ctrl C. This document lists shortcuts for Microsoft Word, based on a UK keyboard, starting with the most frequently used shortcuts and then followed by various categories of shortcuts.

Note: If a shortcut requires two or more keys at the same time, the keys are separated by a plus sign (+). If you should select one key immediately after another, the keys are separated by a comma.

Frequently used shortcuts

To do this	Select
Select all	Ctrl + A
Bold	Ctrl + B
Copy	Ctrl + C
Centre alignment	Ctrl + E
Find	Ctrl + F
Replace	Ctrl + H
Italics	Ctrl + I
Justify alignment	Ctrl + J
Left alignment	Ctrl + L
New document	Ctrl + N
Open document	Ctrl + O
Print	Ctrl + P
Right alignment	Ctrl + R
Save	Ctrl + S
Underline	Ctrl + U
Paste	Ctrl + V
Cut	Ctrl + X
Redo	Ctrl + Y
Undo	Ctrl + Z
Help	F1
Repeat last action	F4
Spell check	F7
Save As	F12

Create and edit documents

To do this	Select
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
Go back one page	Alt + Left Arrow
Go forward one page	Alt + Right Arrow
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
Turn change tracking on or off	Ctrl + Shift + E
Open the search box in the Navigation task pane	Ctrl + F
Replace text, specific formatting, and special items	Ctrl + H
Go to a page, bookmark, footnote, table, comment, graphic, or other location	Ctrl + G
Select one word	Double click on the word
Select one paragraph	Triple click on any word in the paragraph

Format characters and paragraphs

To do this	Select
Open the Font dialogue box	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	Ctrl + Equal Sign
Apply superscript formatting	Ctrl + Shift + Plus Sign

Remove manual character formatting	Ctrl + Spacebar
Change the selection to the Symbol font	Ctrl + Shift + Q
Open the Font dialogue 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 + [
Copy formatting from text	Ctrl + Shift + C
Apply copied formatting to text	Ctrl + Shift + V
Align text to the centre	Ctrl + E
Apply justify alignment	Ctrl + J
Apply right alignment	Ctrl + R
Apply left alignment	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
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
Single-space lines	Ctrl + 1
Double-space lines	Ctrl + 2
Set 1.5 line spacing	Ctrl + 5
Add or remove one line space preceding a paragraph	Ctrl + 0 (zero)
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

Move around a document using the keyboard

To move	Select
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 opening a document, to the location you were working in when the document was last closed	Shift + F5

Insert special characters

To insert this	Select
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 (on the numeric keypad)
An en dash (–)	Ctrl + Minus Sign (on the numeric keypad)
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
An AutoText entry	Enter (after you type the first few characters of the AutoText entry name and when the ScreenTip appears)
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 select X.	The character code, Alt + X
Find out 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 select 0128 on the numeric keypad.	Alt + the character code (on the numeric keypad)

Insert or mark Table of Contents, footnotes, and citations

To do this	Select
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 + Ctrl + F
Insert an endnote	Alt + Ctrl + D
Go to next footnote	Alt + Shift + >
Go to previous footnote	Alt + Shift + <
Go to the Search box	Alt + Q

Edit and move text and graphics

Delete, copy, and move text and graphics

To do this	Select
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 (Spike is a feature that allows you to collect groups of text from different locations and paste them in another location)	Ctrl + F3
Open the Office Clipboard	Select the dialogue launcher in the Clipboard group on the Home tab
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 once	F2 (then move the cursor and select Enter)
Copy text or graphics once	Shift + F2 (then move the cursor and select Enter)
When text or an object is selected, open the Create New Building Block dialogue 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

Select text and graphics

To do this	Select
Select the next character to the left	Shift + Left Arrow
Select the next character to the right	Shift + Right Arrow
Select to the next line down	Shift + Down Arrow
Select to the next line up	Shift + Up Arrow

Extend a selection

To do this	Select
Turn extend mode on	F8
Select the nearest character	F8, and then select Left Arrow or Right Arrow
Increase the size of a selection	F8 (select once to select a word, twice 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 entire document	Ctrl + A

Edit and navigate tables

To do this	Select
Select the next cell's contents	Tab
Select the preceding cell's contents	Shift + Tab
Extend a selection to adjacent cells	Hold down Shift and select 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:
Select Shift + Alt + Page Down to select the column from top to bottom	Select Shift + Alt + Page Up to select the column from bottom to top
Select an entire row	Use arrow keys to move to end of the row, either the first cell (leftmost) in the row or to the last cell (rightmost) in the row
From the first cell in the row, select Shift + Alt + End to select the row from left to right	From the last cell in the row, select Shift + Alt + Home to select the row from right to left
Extend a selection (or block)	Ctrl + Shift + F8, and then use the arrow keys; select Esc to cancel selection mode
Select an entire table	Alt + 5 on the numeric keypad (with Num Lock off)
To move to the next cell in a row	Tab
To move to the previous cell in a row	Shift + Tab
To move to the first cell in a row	Alt + Home
To move to the last cell in a row	Alt + End
To move to the first cell in a column	Alt + Page Up
To move to the last cell in a column	Alt + Page Down
To move to the previous row	Up Arrow
To move to the next row	Down Arrow
To move to Row up	Alt + Shift + Up Arrow
To move to Row down	Alt + Shift + Down Arrow
To insert new paragraphs in a cell	Enter
To insert a tab character in a cell	Ctrl + Tab

Mail merge and fields

Note: You must select Alt + M, or click Mailings, to use these keyboard shortcuts.

To do this	Select
Preview a mail merge	Alt + Shift + K
Merge a document	Alt + Shift + N
Print the merged document	Alt + Shift + M
Edit a mail-merge data document	Alt + Shift + E
Insert a merge field	Alt + Shift + F
Insert a DATE field	Alt + Shift + D
Insert a LISTNUM field	Alt + Ctrl + L
Insert a Page field	Alt + Shift + P
Insert a TIME field	Alt + Shift + T
Insert an empty field	Ctrl + F9
Update linked information in a Microsoft Word source document	Ctrl + Shift + F7
Update selected fields	F9
Unlink a field	Ctrl + Shift + F9
Switch between a selected field code and its result	Shift + F9
Switch between all field codes and their results	Alt + F9
Go to the next field	F11
Go to the previous field	Shift + F11
Lock a field	Ctrl + F11
Unlock a field	Ctrl + Shift + F11

Work with documents in different views

Word offers several different views of a document Each view makes it easier to do certain tasks. For example, Read Mode enables you to present two pages of the document side by side, and to use an arrow navigation to move to the next page

Switch to another view of the document

To do this	Select
Switch to Read Mode view	Alt + W, F
Switch to Print Layout view	Alt + Ctrl + P
Switch to Outline view	Alt + Ctrl + O
Switch to Draft view	Alt + Ctrl + N

Work with headings in Outline view

These shortcuts only apply if a document is in Outline view

To do this	Select
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
Show the first line of text or all 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

Navigate in Read Mode view

To do this	Select
Go to beginning of document	Home
Go to end of document	End
Go to page n	n (n is the page number you want to go to), Enter
Exit Read mode	Esc

Function keys

To do this	Select
Get Help or visit Office.com	F1
Move text or graphics	F2
Repeat the last action	F4
Choose the Go To command (Home tab)	F5
Go to the next pane or frame	F6
Spelling	F7
Extend a selection	F8
Update the selected fields	F9
Display KeyTips	F10
Go to the next field	F11
Save As command	F12
Start context-sensitive Help or reveal formatting	Shift + F1
Copy text	Shift + F2
Change the case of letters	Shift + F3
Repeat a Find or Go To action	Shift + F4
Move to the last change	Shift + F5
Go to the previous pane or frame (after selecting F6)	Shift + F6
Choose the Thesaurus command (Review tab, Proofing group)	Shift + F7
Reduce the size of a selection	Shift + F8
Switch between a field code and its result	Shift + F9
Display a shortcut menu	Shift + F10
Go to the previous field	Shift + F11
Choose the Save command	Shift + F12
Expand or collapse the ribbon	Ctrl + F1
Choose the Print Preview command	Ctrl + F2
Cut to the Spike	Ctrl + F3
Close the window	Ctrl + F4
Go to the next window	Ctrl + F6
Insert an empty field	Ctrl + F9
Maximize the document window	Ctrl + F10
Lock a field	Ctrl + F11
Choose the Open command	Ctrl + F12
Insert the contents of the Spike	Ctrl + Shift + F3
Edit a bookmark	Ctrl + Shift + F5
Go to the previous window	Ctrl + Shift + F6

Update linked information in a Word source document	Ctrl + Shift + F7
Extend a selection or block	Ctrl + Shift + F8, and then an arrow key
Unlink a field	Ctrl + Shift + F9
Unlock a field	Ctrl + Shift + F11
Go to the next field	Alt + F1
Create a new Building Block	Alt + F3
Exit Word	Alt + F4
Restore the program window size	Alt + F5
Find the next misspelling or grammatical error	Alt + F7
Run a macro	Alt + F8
Switch between all field codes and their results	Alt + F9
Display the Selection task pane	Alt + F10
Display Microsoft Visual Basic code	Alt + F11
Go to the previous field	Alt + Shift + F1

Using a keyboard only

The ribbon is the strip at the top of Word, organized by tabs Each tab displays a different ribbon Ribbons are made up of groups, and each group includes one or more commands. Every command in Word can be accessed by using shortcut. Add-ins and other programs may add new tabs to the ribbon and may provide access keys for those tabs.

Access Keys for ribbon tabs

There are two ways to navigate the tabs in the ribbon:

- To go to the ribbon, select Alt, and then, to move between tabs, use the Right Arrow and Left Arrow keys
- To go directly to a specific tab on the ribbon, use one of the following access keys:

To do this	Select
To use Backstage view, open the File page	Alt + F
To use themes, colours, and effects, such as page borders, open the Design tab	Alt + G
To use common formatting commands, paragraph styles, or to use the Find tool open Home tab	Alt + H
To manage Mail Merge tasks, or to work with envelopes and labels, open Mailings tab	Alt + M
To insert tables, pictures and shapes, headers, or text boxes, open Insert tab	Alt + N
To work with page margins, page orientation, indentation, and spacing, open Layout tab	Alt + P
To type a search term for Help content, open the Search box on ribbon	Alt + Q, then enter the search term
To use Spell Check, set proofing languages, or to track and review changes to your document, open the Review tab	Alt + R
To add a table of contents, footnotes, or a table of citations, open the References tab	Alt + S
To choose a document view or mode, such as Read Mode or Outline view, open the View tab You can also set Zoom magnification and manage multiple windows of documents	Alt + W

Using a keyboard without using the mouse

To do this	Select
Select the active tab of the ribbon and activate the access keys	Alt or F10 Use access keys or arrow keys to move to a different tab
Move the focus to commands on the ribbon	Tab or Shift + Tab
Move the focus to each command on the ribbon, forward or backward, respectively	Tab or Shift + Tab

Move down, up, left, or right, respectively, among the items on the ribbon	Down Arrow, Up Arrow, Left Arrow, or Right Arrow
Expand or collapse the ribbon	Ctrl + F1
Display the shortcut menu for a selected item	Shift + F10
Move the focus to a different pane of the window, such as the Format Picture pane, the Grammar pane, or the Selection pane	F6
Activate a selected command or control on the ribbon	Spacebar or Enter
Open a selected menu or gallery on the ribbon	Spacebar or Enter
Finish modifying a value in a control on the ribbon, and move focus back to the document	Enter

Use commands on a ribbon with the keyboard

- To move to the list of ribbon tabs, select Alt; to go directly to a tab, select a keyboard shortcut.
- To move into the ribbon, select the Down Arrow key (JAWS refers to this action as a move to the lower ribbon).
- To move between commands, select the Tab key or Shift + Tab.
- To move in the group that's currently selected, select the Down Arrow key.
- To move between groups on a ribbon, select Ctrl + Right Arrow or Ctrl + Left Arrow.

Controls on the ribbon are activated in different ways, depending upon the type of control:

- If the selected command is a button, to activate it, select Spacebar or Enter.
- If the selected command is a split button (that is, a button that opens a menu of additional options), to activate it, select Alt + Down Arrow Tab through the options. To select the current option, select Spacebar or Enter.
- If the selected command is a list (such as the Font list), to open the list, select the Down Arrow key. Then, to move between items, use the Up Arrow or Down Arrow key.
- If the selected command is a gallery, to select the command, select Spacebar or Enter. Then, tab through the items.

Tip: In galleries with more than one row of items, the Tab key moves from the beginning to the end of the current row and, when it reaches the end of the row, it moves to the beginning of the next one. Selecting the Right Arrow key at the end of the current row moves back to the beginning of the current row.