

## Word Shortcuts

Command Name	Modifiers	Key
All Caps	Ctrl+Shift+	A
App Restore	Alt+	F5
Auto Format	Alt+Ctrl+	K
Bold	Ctrl+	B
Bold	Ctrl+Shift+	B
Bookmark	Ctrl+Shift+	F5
Browse Next	Ctrl+	Page Down
Browse Prev	Ctrl+	Page Up
Browse Sel	Alt+Ctrl+	Home
Cancel		Esc
Change Case	Shift+	F3
Char Left		Left
Char Left Extend	Shift+	Left
Char Right		Right
Char Right Extend	Shift+	Right
Clear		Del
Close Pane	Alt+Shift+	C
Column Break	Ctrl+Shift+	Return
Column Select	Ctrl+Shift+	F8
Copy	Ctrl+	C
Copy	Ctrl+	Insert
Copy Format	Ctrl+Shift+	C
CopyToFrom	Shift+	F2
Create Auto Text	Alt+	F3

## Word Shortcuts

Command Name	Modifiers	Key
<b>Customize Keyboard Shortcut</b>	Alt+Ctrl+	Num +
<b>Cut</b>	Ctrl+	X
<b>Cut</b>	Shift+	Del
<b>Date Field</b>	Alt+Shift+	D
<b>Delete Back Word</b>	Ctrl+	Backspace
<b>Delete Word</b>	Ctrl+	Del
<b>Distribute Para</b>	Ctrl+Shift+	J
<b>Do Field Click</b>	Alt+Shift+	F9
<b>Doc Close</b>	Ctrl+	W
<b>Doc Close</b>	Ctrl+	F4
<b>Doc Maximize</b>	Ctrl+	F10
<b>Doc Move</b>	Ctrl+	F7
<b>Doc Restore</b>	Ctrl+	F5
<b>Doc Size</b>	Ctrl+	F8
<b>Doc Split</b>	Alt+Ctrl+	S
<b>Double Underline</b>	Ctrl+Shift+	D
<b>Edit</b>	Alt+Shift+	R
<b>End of Column</b>	Alt+	Page Down
<b>End of Column</b>	Alt+Shift+	Page Down
<b>End of Doc Extend</b>	Ctrl+Shift+	End
<b>End of Document</b>	Ctrl+	End
<b>End of Line</b>		End
<b>End of Line Extend</b>	Shift+	End
<b>End of Row</b>	Alt+	End

## Word Shortcuts

Command Name	Modifiers	Key
End of Row	Alt+Shift+	End
End of Window	Alt+Ctrl+	Page Down
End of Window Extend	Alt+Ctrl+Shift+	Page Down
Endnote	Alt+Ctrl+	D
Equation Toggle	Alt+	=
Extend Selection		F8
Field Codes	Alt+	F9
File Close or Exit	Alt+	F4
Font	Ctrl+Shift+	F
Font Formatting	Ctrl+	D
Font Size Select	Ctrl+Shift+	P
Footnote	Alt+Ctrl+	F
Formatting Pane	Alt+Ctrl+Shift+	S
Formatting Properties	Shift+	F1
Go Back	Shift+	F5
Go Back	Alt+Ctrl+	Z
Go To	Ctrl+	G
Go To		F5
Grow Font	Ctrl+Shift+	.
Grow Font One Point	Ctrl+	]
Hanging Indent	Ctrl+	T
Help		F1
HHC	Alt+Ctrl+	F7
Hidden	Ctrl+Shift+	H

## Word Shortcuts

Command Name	Modifiers	Key
<b>Highlight</b>	Alt+Ctrl+	H
<b>Hyperlink</b>	Ctrl+	K
<b>Indent</b>	Ctrl+	M
<b>Insert Building Block</b>		F3
<b>Insert Building Block</b>	Alt+Ctrl+Shift+	V
<b>Insert Comment</b>	Alt+Ctrl+	M
<b>Insert Field</b>	Ctrl+	F9
<b>Insert Spike</b>	Ctrl+Shift+	F3
<b>Italic</b>	Ctrl+	I
<b>Italic</b>	Ctrl+Shift+	I
<b>Line Down</b>		Down
<b>Line Down Extend</b>	Shift+	Down
<b>Line Up</b>		Up
<b>Line Up Extend</b>	Shift+	Up
<b>List Num Field</b>	Alt+Ctrl+	L
<b>Lock Fields</b>	Ctrl+	3
<b>Lock Fields</b>	Ctrl+	F11
<b>Macro</b>	Alt+	F8
<b>Mail Merge Check</b>	Alt+Shift+	K
<b>Mail Merge Edit Data Source</b>	Alt+Shift+	E
<b>Mail Merge to Doc</b>	Alt+Shift+	N
<b>Mail Merge to Printer</b>	Alt+Shift+	M
<b>Mark Citation</b>	Alt+Shift+	I
<b>Mark Index Entry</b>	Alt+Shift+	X

## Word Shortcuts

Command Name	Modifiers	Key
<b>Mark Table of Contents Entry</b>	Alt+Shift+	O
<b>Merge Field</b>	Alt+Shift+	F
<b>Microsoft System Info</b>	Alt+Ctrl+	F1
<b>Move</b>		F2
<b>Nav Pane Search</b>	Ctrl+	F
<b>New Default</b>	Ctrl+	N
<b>Next Field</b>		F11
<b>Next Field</b>	Alt+	F1
<b>Next Misspelling</b>	Alt+	F7
<b>Next Object</b>	Alt+	Down
<b>Next Pane</b>		F6
<b>Next Window</b>	Ctrl+	F6
<b>Next Window</b>	Alt+	F6
<b>Normal</b>	Alt+Ctrl+	N
<b>Normal Style</b>	Ctrl+Shift+	N
<b>Normal Style</b>	Alt+Shift+	Clear (Num 5)
<b>Open</b>	Ctrl+	O
<b>Open</b>	Ctrl+	F12
<b>Open</b>	Alt+Ctrl+	F2
<b>Open or Close Up Para</b>	Ctrl+	O
<b>Outline</b>	Alt+Ctrl+	O
<b>Outline Collapse</b>	Alt+Shift+	-
<b>Outline Collapse</b>	Alt+Shift+	Num -
<b>Outline Demote</b>	Alt+Shift+	Right

## Word Shortcuts

Command Name	Modifiers	Key
Outline Expand	Alt+Shift+	=
Outline Expand	Alt+Shift+	Num +
Outline Move Down	Alt+Shift+	Down
Outline Move Up	Alt+Shift+	Up
Outline Promote	Alt+Shift+	Left
Outline Show First Line	Alt+Shift+	L
Page	Alt+Ctrl+	P
Page Break	Ctrl+	Return
Page Down		Page Down
Page Down Extend	Shift+	Page Down
Page Field	Alt+Shift+	P
Page Up		Page Up
Page Up Extend	Shift+	Page Up
Para Down	Ctrl+	Down
Para Down Extend	Ctrl+Shift+	Down
Para Up	Ctrl+	Up
Para Up Extend	Ctrl+Shift+	Up
Paragraph Alignment	Ctrl+	E
Paragraph Alignment	Ctrl+	R
Paragraph Alignment	Ctrl+	J
Paragraph Alignment	Ctrl+	L
Paragraph Formatting	Ctrl+	Q
Paragraph Spacing	Ctrl+	5
Paragraph Spacing	Ctrl+	2

## Word Shortcuts

Command Name	Modifiers	Key
Paragraph Spacing	Ctrl+	1
Paste	Ctrl+	V
Paste	Shift+	Insert
Paste Format	Ctrl+Shift+	V
Paste Special	Alt+Ctrl+	V
Prev Field	Shift+	F11
Prev Field	Alt+Shift+	F1
Prev Object	Alt+	Up
Prev Pane	Shift+	F6
Prev Window	Ctrl+Shift+	F6
Prev Window	Alt+Shift+	F6
Print	Ctrl+	P
Print	Ctrl+	F2
Print	Ctrl+Shift+	F12
Print	Alt+Ctrl+	I
Proofing		F7
Redo	Alt+Shift+	Backspace
Redo or Repeat	Ctrl+	Y
Redo or Repeat		F4
Redo or Repeat	Alt+	Return
Repeat Find	Shift+	F4
Repeat Find	Alt+Ctrl+	Y
Replace	Ctrl+	H
Research Lookup	Ctrl+Shift+	O

## Word Shortcuts

Command Name	Modifiers	Key
Reset Char	Ctrl+	Space
Reset Char	Ctrl+Shift+	Z
Revision Marks Toggle	Ctrl+Shift+	E
Save	Ctrl+	S
Save	Shift+	F12
Save	Alt+Shift+	F2
Save As		F12
Select All	Ctrl+	A
Select All	Ctrl+	Clear (Num 5)
Select All	Ctrl+	Num 5
Select Table	Alt+	Clear (Num 5)
Show All	Ctrl+Shift+	8
Show All Headings	Alt+Shift+	A
Show All Headings	Alt+Shift+	A
Show Heading1	Alt+Shift+	1
Show Heading2	Alt+Shift+	2
Show Heading3	Alt+Shift+	3
Show Heading4	Alt+Shift+	4
Show Heading5	Alt+Shift+	5
Show Heading6	Alt+Shift+	6
Show Heading7	Alt+Shift+	7
Show Heading8	Alt+Shift+	8
Show Heading9	Alt+Shift+	9



## Word Shortcuts

Command Name	Modifiers	Key
<b>Shrink Font</b>	Ctrl+Shift+	,
<b>Shrink Font One Point</b>	Ctrl+	[
<b>Shrink Selection</b>	Shift+	F8
<b>Small Caps</b>	Ctrl+Shift+	K
<b>Spike</b>	Ctrl+	F3
<b>Start of Column</b>	Alt+	Page Up
<b>Start of Column</b>	Alt+Shift+	Page Up
<b>Start of Doc Extend</b>	Ctrl+Shift+	Home
<b>Start of Document</b>	Ctrl+	Home
<b>Start of Line</b>		Home
<b>Start of Line Extend</b>	Shift+	Home
<b>Start of Row</b>	Alt+	Home
<b>Start of Row</b>	Alt+Shift+	Home
<b>Start of Window</b>	Alt+Ctrl+	Page Up
<b>Start of Window Extend</b>	Alt+Ctrl+Shift+	Page Up
<b>Style</b>	Ctrl+Shift+	L
<b>Style</b>	Alt+Ctrl+	1
<b>Style</b>	Alt+Ctrl+	2
<b>Style</b>	Alt+Ctrl+	3
<b>Style Apply Pane</b>	Ctrl+Shift+	S
<b>Style Separator</b>	Alt+Ctrl+	Return
<b>Subscript</b>	Ctrl+	=
<b>Superscript</b>	Ctrl+Shift+	=
<b>Symbol Font</b>	Ctrl+Shift+	Q

## Word Shortcuts

Command Name	Modifiers	Key
Thesaurus RR	Shift+	F7
Time Field	Alt+Shift+	T
Toggle Character Code	Alt+	X
Toggle Field Display	Shift+	F9
Toggle Master Subdocs	Ctrl+	\
Toggle Ribbon	Ctrl+	F1
Toggle XMLTag View	Ctrl+Shift+	X
Translate Pane	Alt+Shift+	F7
Un Hang	Ctrl+Shift+	T
Un Indent	Ctrl+Shift+	M
Underline	Ctrl+	U
Underline	Ctrl+Shift+	U
Undo	Ctrl+	Z
Undo	Alt+	Backspace
Unlink Fields	Ctrl+	6
Unlink Fields	Ctrl+Shift+	F9
Unlock Fields	Ctrl+	4
Unlock Fields	Ctrl+Shift+	F11
Update Auto Format	Alt+Ctrl+	U
Update Fields		F9
Update Fields	Alt+Shift+	U
Update Source	Ctrl+Shift+	F7
VBCode	Alt+	F11
Web Go Back	Alt+	Left

## Word Shortcuts

Command Name	Modifiers	Key
Web Go Forward	Alt+	Right
Word Count List	Ctrl+Shift+	G
Word Count Recount	Ctrl+Shift+	R
Word Left	Ctrl+	Left
Word Left Extend	Ctrl+Shift+	Left
Word Right	Ctrl+	Right
Word Right Extend	Ctrl+Shift+	Right
Word Underline	Ctrl+Shift+	W