Keyboard shortcuts for Microsoft Word
The keyboard shortcuts described in this Help article refer to the U.S. keyboard layout. Keys for other layouts might not correspond exactly to the keys on a U.S. keyboard.

Note This article does not cover customizing keyboard shortcuts or creating keyboard shortcuts for macros or AutoText. For information about keyboard shortcuts specifically for graphics, see Keyboard shortcuts for working with shapes, text boxes, and WordArt or Keyboard shortcuts for SmartArt graphics.

In this article
- Finding and using keyboard shortcuts
- Microsoft Office basics
- Navigating the ribbon
- Quick reference for Microsoft Word
- Function key reference

Finding and using keyboard shortcuts
If you need to press two or more keys at the same time, the keys are separated by a plus sign (+).
If you need to press one key immediately after another, the keys are separated by a comma (,).

Use the keyboard to expand sections
- To expand all sections of the article, press TAB until Show all is selected, and then press ENTER. Press ENTER again to collapse all sections.
- To expand just one section of the article, press TAB until that section heading and plus sign are selected, and then press ENTER. Press ENTER again to collapse the section.

Search this article
Important Before you start to search, press TAB until Show All is selected, and then press ENTER.
1. Press CTRL+F.
   The Search dialog box opens, with the cursor ready for you to type.
2. Type the search text in the box.
3. Press ENTER.

Print this article
To print this topic, press TAB until Show All is selected, press ENTER, and then press CTRL+P.

Top of Page
Microsoft Office basics
Display and use windows

To do this
Press
Switch to the next window.
ALT+TAB
Switch to the previous window.
ALT+SHIFT+TAB
Close the active window.
CTRL+W or CTRL+F4
Restore the size of the active window after you maximize it.
ALT+F5
Move to a task pane from another pane in the program window (clockwise direction). You may need to press F6 more than once.
F6
Move to a task pane from another pane in the program window (counterclockwise direction).
SHIFT+F6
When more than one window is open, switch to the
CTRL+F6
To do this
next window.
Switch to the previous window.
Maximize or restore a selected window.
Copy a picture of the screen to the Clipboard.
Copy a picture of the selected window to the Clipboard.

Use dialog boxes

To do this
Move to the next option or option group.
Move to the previous option or option group.
Switch to the next tab in a dialog box.
Switch to the previous tab in a dialog box.
Move between options in an open drop-down list, or between options in a group of options.
Perform the action assigned to the selected button; select or clear the selected check box.
Select an option; select or clear a check box.
Open a selected drop-down list.
Select an option from a drop-down list.
Close a selected drop-down list; cancel a command and close a dialog box.
Run the selected command.

Use edit boxes within dialog boxes
An edit box is a blank in which you type or paste an entry, such as your user name or the path of a folder.

To do this
Move to the beginning of the entry.
Move to the end of the entry.
Move one character to the left or right.
Move one word to the left.
Move one word to the right.
Select or unselect one character to the left.
Select or unselect one character to the right.
Select or unselect one word to the left.
Select or unselect one word to the right.
Select from the insertion point to the beginning of the entry.
Select from the insertion point to the end of the entry.
Use the Open and Save As dialog boxes

Press
CTRL+SHIFT+F6
CTRL+F10
PRINT SCREEN
ALT+PRINT SCREEN

Press
TAB
SHIFT+TAB
CTRL+TAB
CTRL+SHIFT+TAB

Arrow keys
SPACEBAR

Press
ALT+ the letter underlined in an option
ALT+DOWN ARROW
First letter of an option in a drop-down list
ESC
ENTER

Press
HOME
END
LEFT ARROW or RIGHT ARROW
CTRL+LEFT ARROW
CTRL+RIGHT ARROW
SHIFT+LEFT ARROW
SHIFT+RIGHT ARROW
CTRL+SHIFT+LEFT ARROW
CTRL+SHIFT+RIGHT ARROW
SHIFT+HOME
SHIFT+END
To do this                          Press

Display the Open dialog box.       CTRL+F12 or CTRL+O
Display the Save As dialog box.    F12
Open the selected folder or file.  ENTER
Open the folder one level above the selected folder. BACKSPACE
Delete the selected folder or file. DELETE
Display a shortcut menu for a selected item such as a folder or file. SHIFT+F10
Move forward through options.      TAB
Move back through options.         SHIFT+TAB
Open the Look in list.             F4 or ALT+I
Undo and redo actions

To do this                          Press

Cancel an action.                   ESC
Undo an action.                     CTRL+Z
Redo or repeat an action.          CTRL+Y

Access and use task panes and galleries

To do this                          Press

Move to a task pane from another pane in the program window. (You may need to press F6 more than once.) F6
When a menu is active, move to a task pane. (You may need to press CTRL+TAB more than once.) CTRL+TAB
When a task pane is active, select the next or previous option in the task pane. TAB or SHIFT+TAB
Display the full set of commands on the task pane menu. CTRL+SPACEBAR
Perform the action assigned to the selected button. SPACEBAR or ENTER
Open a drop-down menu for the selected gallery item. SHIFT+F10
Select the first or last item in a gallery. HOME or END
Scroll up or down in the selected gallery list. PAGE UP or PAGE DOWN
Close a task pane
1. Press F6 to move to the task pane, if necessary.
2. Press CTRL+SPACEBAR.
3. Use the arrow keys to select Close, and then press ENTER.
Move a task pane
1. Press F6 to move to the task pane, if necessary.
2. Press CTRL+SPACEBAR.
3. Use the arrow keys to select Move, and then press ENTER.
4. Use the arrow keys to move the task pane, and then press ENTER.
Resize a task pane
1. Press F6 to move to the task pane, if necessary.
2. Press CTRL+SPACEBAR.
3. Use the arrow keys to select Size, and then press ENTER.
4. Use the arrow keys to resize the task pane, and then press ENTER.

Access and use available actions

<table>
<thead>
<tr>
<th>To do this</th>
<th>Press</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display the shortcut menu for the selected item.</td>
<td>SHIFT+F10</td>
</tr>
<tr>
<td>Display the menu or message for an available action or for the AutoCorrect Options button or the Paste options button. If more than one action is present, switch to the next action and display its menu or message.</td>
<td>ALT+SHIFT+F10</td>
</tr>
<tr>
<td>Move between options in a menu of available actions. Arrow keys</td>
<td></td>
</tr>
<tr>
<td>Perform the action for the selected item on a menu of available actions.</td>
<td>ENTER</td>
</tr>
<tr>
<td>Close the available actions menu or message.</td>
<td>ESC</td>
</tr>
</tbody>
</table>

Tips
- You can ask to be notified by a sound whenever an action is available. To hear audio cues, you must have a sound card. You must also have Microsoft Office Sounds installed on your computer.
- If you have access to the Internet, you can download Microsoft Office Sounds from Office.com. After you install the sound files, do the following:
  a. Press ALT+F, T to open Word Options.
  b. Press A to select Advanced, and then press TAB to move to the Advanced Options for working with Word.
  c. Press ALT+S twice to move to the Provide feedback with sound check box, which is under General, and then press SPACEBAR.
  d. Press TAB repeatedly to select OK, and then press ENTER.
  Note When you select or clear this check box, the setting affects all Office programs that support sound.

Navigating the ribbon
Access any command with a few keystrokes
Access keys let you quickly use a command by pressing a few keys, regardless of where you are in the program. Every command in Word 2013 can be accessed by using an access key. You can get to most commands by using two to five keystrokes. To use an access key:
1. Press ALT.
   - The KeyTips are displayed over each feature that is available in the current view.
2. Press the letter shown in the KeyTip over the feature that you want to use.
3. Depending on which letter you press, you may be shown additional KeyTips. For example, if Home is active and you press N, Insert is displayed, along with the KeyTips for the groups for Insert.
4. Continue pressing letters until you press the letter of the command or control that you want to use. In some cases, you must first press the letter of the group that contains the command.
Note  To cancel the action that you are taking and hide the KeyTips, press ALT.
Change the keyboard focus without using the mouse
Another way to use the keyboard to work with programs that feature the Office ribbon is to move the focus among the tabs and commands until you find the feature that you want to use.
The following table lists some ways to move the keyboard focus without using the mouse.

<table>
<thead>
<tr>
<th>To do this</th>
<th>Press</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select the active tab of the ribbon and activate the access keys.</td>
<td>ALT or F10. Press either of these keys again to move back to the document and cancel the access keys.</td>
</tr>
<tr>
<td>Move to another tab of the ribbon.</td>
<td>F10 to select the active tab, and then LEFT ARROW or RIGHT ARROW</td>
</tr>
<tr>
<td>Expand or collapse the ribbon.</td>
<td>CTRL+F1</td>
</tr>
<tr>
<td>Display the shortcut menu for the selected item.</td>
<td>SHIFT+F10</td>
</tr>
<tr>
<td>Move the focus to select each of the following areas of the window:</td>
<td>F6</td>
</tr>
<tr>
<td>• Active tab of the ribbon</td>
<td></td>
</tr>
<tr>
<td>• Any open task panes</td>
<td></td>
</tr>
<tr>
<td>• Status bar at the bottom of the window</td>
<td></td>
</tr>
<tr>
<td>• Your document</td>
<td></td>
</tr>
<tr>
<td>Move the focus to each command on the ribbon, forward or backward, respectively.</td>
<td>TAB or SHIFT+TAB</td>
</tr>
<tr>
<td>Move down, up, left, or right, respectively, among the items on the ribbon.</td>
<td>DOWN ARROW, UP ARROW, LEFT ARROW, or RIGHT ARROW</td>
</tr>
<tr>
<td>Activate the selected command or control on the ribbon.</td>
<td>SPACEBAR or ENTER</td>
</tr>
<tr>
<td>Open the selected menu or gallery on the ribbon.</td>
<td>SPACEBAR or ENTER</td>
</tr>
<tr>
<td>Activate a command or control on the ribbon so you can modify a value.</td>
<td>ENTER</td>
</tr>
<tr>
<td>Finish modifying a value in a control on the ribbon, and move focus back to the document.</td>
<td>ENTER</td>
</tr>
<tr>
<td>Get help on the selected command or control on the ribbon. (If no Help topic is associated with the selected command, a general Help topic about the program is shown instead.)</td>
<td>F1</td>
</tr>
</tbody>
</table>

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Quick reference for Microsoft Word
Common tasks in Microsoft Word

<table>
<thead>
<tr>
<th>To do this</th>
<th>Press</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a nonbreaking space.</td>
<td>CTRL+SHIFT+SPACEBAR</td>
</tr>
<tr>
<td>Create a nonbreaking hyphen.</td>
<td>CTRL+SHIFT+HYPHEN</td>
</tr>
<tr>
<td>Make letters bold.</td>
<td>CTRL+B</td>
</tr>
<tr>
<td>Make letters italic.</td>
<td>CTRL+I</td>
</tr>
<tr>
<td>Make letters underline.</td>
<td>CTRL+U</td>
</tr>
</tbody>
</table>
To do this
Decrease font size one value.
Press
CTRL+SHIFT+<
Increase font size one value.
Press
CTRL+SHIFT+>
Decrease font size 1 point.
Press
CTRL+[
Increase font size 1 point.
Press
CTRL+]
Remove paragraph or character formatting.
Press
CTRL+SPACEBAR
Copy the selected text or object.
Press
CTRL+C
Cut the selected text or object.
Press
CTRL+X
Paste text or an object.
Press
CTRL+V
Paste special
Press
CTRL+ALT+V
Paste formatting only
Press
CTRL+SHIFT+V
Undo the last action.
Press
CTRL+Z
Redo the last action.
Press
CTRL+Y
Open the Word Count dialog box.
Press
CTRL+SHIFT+G
Working with documents and Web pages
Create, view, and save documents
To do this
Create a new document.
Press
CTRL+N
Open a document.
Press
CTRL+O
Close a document.
Press
CTRL+W
Split the document window.
Press
ALT+CTRL+S
Remove the document window split.
Press
ALT+SHIFT+C or ALT+CTRL+S
Save a document.
Press
CTRL+S
Find, replace, and browse through text
To do this
Open the Navigation task pane (to search document).
Press
CTRL+F
Repeat find (after closing Find and Replace window).
Press
ALT+CTRL+Y
Replace text, specific formatting, and special items.
Press
CTRL+H
Go to a page, bookmark, footnote, table, comment, graphic, or other location.
Press
CTRL+G
Switch between the last four places that you have edited.
Press
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.
Press
ALT+CTRL+HOME
Move to the previous browse object (set in browse options).
Press
CTRL+PAGE UP
Move to the next browse object (set in browse options).
Press
CTRL+PAGE DOWN
Switch to another view

To do this

Press

Switch to Print Layout view.

ALT+CTRL+P

Switch to Web Layout view.

ALT+CTRL+O

Switch to Outline view.

ALT+CTRL+N

Outline view

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 of body text or all body text.

ALT+SHIFT+L

Show all headings with the Heading 1 style.

ALT+SHIFT+I

Show all headings up to Heading n.

ALT+SHIFT+n

Insert a tab character.

CTRL+TAB

Print and preview documents

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

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

Read Mode

Note Some screen readers may not be compatible Read mode.

To do this
To do this
Go to beginning of document.
Go to end of document.
Go to page n.
Exit Read mode.
References, footnotes, and endnotes
To do this
Mark a table of contents entry.
Mark a table of authorities entry (citation).
Mark an index entry.
Insert a footnote.
Insert an endnote.
Go to next footnote (in Word 2016).
Go to previous footnote (in Word 2016).
Go to "Tell me what you want to do" and Smart Lookup (in Word 2016).
Work with Web pages
To do this
Insert a hyperlink.
Go back one page.
Go forward one page.
Refresh.
Edit and move text and graphics
Delete text and graphics
To do this
Delete one character to the left.
Delete one word to the left.
Delete one character to the right.
Delete one word to the right.
Cut selected text to the Office Clipboard.
Undo the last action.
Cut to the Spike.
Copy and move text and graphics
To do this
Open the Office Clipboard
Copy selected text or graphics to the Office Clipboard.
To do this

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

To insert this

- A field: Press **CTRL+F9**
- A line break: Press **SHIFT+ENTER**
- A page break: Press **CTRL+ENTER**
- A column break: Press **CTRL+SHIFT+ENTER**
- An em dash: Press **ALT+CTRL+MINUS SIGN**
- An en dash: Press **CTRL+MINUS SIGN**
- An optional hyphen: Press **CTRL+HYPHEN**
- A nonbreaking hyphen: Press **CTRL+SHIFT+HYPHEN**
- A nonbreaking space: Press **CTRL+SHIFT+SPACEBAR**
- The copyright symbol: Press **ALT+CTRL+C**
- The registered trademark symbol: Press **ALT+CTRL+R**
- The trademark symbol: Press **ALT+CTRL+T**
- An ellipsis: Press **ALT+CTRL+PERIOD**
- A single opening quotation mark: Press **CTRL+' (single quotation mark),** ` (single quotation mark)
- A single closing quotation mark: Press **CTRL+' (single quotation mark), ' (single quotation mark)
- Double opening quotation marks: Press **CTRL+' (single quotation mark), **SHIFT+‘ (single quotation mark)
- Double closing quotation marks: Press **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 special characters by using character codes
To do this: 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.

To do this: Find out the Unicode character code for the selected character.

To do this: 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.

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

Extend a selection:

To do this: Turn extend mode on.

To do this: Select the nearest character.

To do this: Increase the size of a selection.

To do this: Reduce the size of a selection.

To do this: Turn extend mode off.

To do this: Extend a selection one character to the right.

To do this: Extend a selection one character to the left.

To do this: Extend a selection to the end of a word.

To do this: Extend a selection to the end of a line.

To do this: Extend a selection to the beginning of a line.

To do this: Extend a selection one line up.

To do this: Extend a selection one line down.

To do this: Extend a selection one line up.

To do this: Extend a selection to the end of a paragraph.

To do this: Extend a selection to the beginning of a paragraph.

To do this: Extend a selection one screen down.

To do this: Extend a selection one screen up.

To do this: Extend a selection to the beginning of a document.

To do this: Extend a selection to the end of a document.

To do this: Extend a selection to the end of a window.

To do this: Extend a selection to include the entire document.

To do this: Select a vertical block of text.

To do this: Extend a selection to a specific location in a file.

Press: 

The character code, ALT+X

ALT+X

ALT+the character code (on the numeric keypad)

To do this: Select text and graphics: Select text by holding down SHIFT and using the arrow keys to move the cursor.

Extend a selection:

Press:

F8

F8, and then press LEFT ARROW or RIGHT ARROW

ALT+F8

ESC

SHIFT+RIGHT ARROW

SHIFT+LEFT ARROW

CTRL+SHIFT+RIGHT ARROW

CTRL+SHIFT+LEFT ARROW

SHIFT+END

SHIFT+HOME

SHIFT+DOWN ARROW

SHIFT+UP ARROW

CTRL+SHIFT+DOWN ARROW

CTRL+SHIFT+UP ARROW

SHIFT+PAGE DOWN

SHIFT+PAGE UP

CTRL+SHIFT+HOME

CTRL+SHIFT+END

ALT+CTRL+SHIFT+PAGE DOWN

CTRL+A

CTRL+SHIFT+F8, and then use the arrow keys; press ESC to cancel selection mode

F8+arrow keys; press ESC to cancel selection mode
To do this
document.
Select text and graphics in a table
To do this
Select the next cell’s contents.
Select the preceding cell's contents.
Extend a selection to adjacent cells.

Select a column.

Extend a selection (or block).

Select an entire table.

Move through your document
To move
One character to the left
One character to the right
One word to the left
One word to the right
One paragraph up
One paragraph down
One cell to the left (in a table)
One cell to the right (in a table)
Up one line
Down one line
To the end of a line
To the beginning of a line
To the top of the window
To the end of the window
Up one screen (scrolling)
Down one screen (scrolling)
To the top of the next page
To the top of the previous page
To the end of a document

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Pressure...
To move
To the beginning of a document  Press  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
Move around in a table
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
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, do the following:
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
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 Read mode.

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+<
To do this
Increase the font size by 1 point.
Decrease the font size by 1 point.
Apply character formats

Press
CTRL+]
CTRL+[ 

To do this
Open the Font dialog box to change the formatting of characters.
Change the case of letters.
Format all letters as capitals.
Apply bold formatting.
Apply an underline.
Underline words but not spaces.
Double-underline text.
Apply hidden text formatting.
Apply italic formatting.
Format letters as small capitals.
Apply subscript formatting (automatic spacing).
Apply superscript formatting (automatic spacing).
Remove manual character formatting.
Change the selection to the Symbol font.
View and copy text formats

Press
CTRL+D
SHIFT+F3
CTRL+SHIFT+A
CTRL+B
CTRL+U
CTRL+SHIFT+W
CTRL+SHIFT+D
CTRL+SHIFT+H
CTRL+I
CTRL+SHIFT+K
CTRL+EQUAL SIGN
CTRL+SHIFT+PLUS SIGN
CTRL+SPACEBAR
CTRL+SHIFT+Q

To do this
Display nonprinting characters.
Review text formatting.
Copy formats.
Paste formats.
Set the line spacing

Press
CTRL+SHIFT+* (asterisk on numeric keypad does not work)
SHIFT+F1 (then click the text with the formatting you want to review)
CTRL+SHIFT+C
CTRL+SHIFT+V

To do this
Single-space lines.
Double-space lines.
Set 1.5-line spacing.
Add or remove one line space preceding a paragraph.
Align paragraphs

Press
CTRL+1
CTRL+2
CTRL+5
CTRL+0 (zero)

To do this
Switch a paragraph between centered and left-aligned.
To do this: Switch a paragraph between justified and left-aligned. Press CTRL+J

Switch a paragraph between right-aligned and left-aligned. Press CTRL+R

Left align a paragraph. Press CTRL+L

Indent a paragraph from the left. Press CTRL+M

Remove a paragraph indent from the left. Press CTRL+SHIFT+M

Create a hanging indent. Press CTRL+T

Reduce a hanging indent. Press CTRL+SHIFT+T

Remove paragraph formatting. Press CTRL+Q

Apply paragraph styles

To do this: Open Apply Styles task pane. Press CTRL+SHIFT+S

Open Styles task pane. Press ALT+CTRL+SHIFT+S

Start AutoFormat. Press ALT+CTRL+K

Apply the Normal style. Press CTRL+SHIFT+N

Apply the Heading 1 style. Press ALT+CTRL+1

Apply the Heading 2 style. Press ALT+CTRL+2

Apply the Heading 3 style. Press ALT+CTRL+3

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

Insert SmartArt graphics
1. Press and release ALT, N, and then M to select SmartArt.
2. Press the arrow keys to select the type 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
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 return to the document.

Mail merge and fields
Perform a mail merge
Note You must click Mailings to use these keyboard shortcuts.

To do this: Press
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

Work with fields

To do this: Press
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
Run GOTOBUTTON or MACROBUTTON from the field that displays the field results. ALT+SHIFT+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

Language bar
Handwriting recognition

To do this: Press
Switch between languages or keyboard layouts. Left ALT+SHIFT
Display a list of correction alternatives. Windows logo key+C
Turn handwriting on or off. Windows logo key+H
Turn Japanese Input Method Editor (IME) on 101 keyboard on or off. ALT+~
To do this                  Press
Turn Korean IME on 101 keyboard on or off. Right ALT
Turn Chinese IME on 101 keyboard on or off. CTRL+SPACEBAR

Tips

- You can choose the key combination for switching between languages or keyboard layouts in the Advanced Key Setting dialog box. To open the Advanced Key Setting dialog box, right-click the Language bar, and then click Settings. Under Preferences, click Key Settings.
- The Windows logo key is available on the bottom row of keys on most keyboards.

Top of Page
Function key reference
Function keys

To do this                  Press
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
Choose the Spelling command (Review tab). F7
Extend a selection. F8
Update the selected fields. F9
Show KeyTips. F10
Go to the next field. F11
Choose the Save As command. F12
SHIFT+Function key

To do this                  Press
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 pressing 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
CTRL+Function key
To do this
Expand or collapse the ribbon. Press
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
CTRL+SHIFT+Function key

To do this
Insert the contents of the Spike. Press
CTRL+SHIFT+F3
Edit a bookmark. CTRL+SHIFT+F5
Go to the previous window. CTRL+SHIFT+F6
Update linked information in a Word 2013 source document. CTRL+SHIFT+F7
Extend a selection or block. CTRL+SHIFT+F8, and then press an arrow key
Unlink a field. CTRL+SHIFT+F9
Unlock a field. CTRL+SHIFT+F11
Choose the Print command. CTRL+SHIFT+F12
ALT+Function key

To do this
Go to the next field. Press
ALT+F1
Create a new Building Block. ALT+F3
Exit Word 2013. ALT+F4
Restore the program window size. ALT+F5
Move from an open dialog box back to the document, for dialog boxes that support this behavior. ALT+F6
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 and Visibility task pane. ALT+F10
Display Microsoft Visual Basic code. ALT+F11
ALT+SHIFT+Function key

To do this
Go to the previous field. Press
ALT+SHIFT+F1
Choose the Save command. ALT+SHIFT+F2
<table>
<thead>
<tr>
<th>To do this</th>
<th>Press</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display the Research task pane.</td>
<td>ALT+SHIFT+F7</td>
</tr>
<tr>
<td>Run GOTOBUTTON or MACROBUTTON from the field that displays the field results.</td>
<td>ALT+SHIFT+F9</td>
</tr>
<tr>
<td>Display a menu or message for an available action.</td>
<td>ALT+SHIFT+F10</td>
</tr>
<tr>
<td>Choose Table of Contents button in the Table of Contents container when the container is active.</td>
<td>ALT+SHIFT+F12</td>
</tr>
<tr>
<td>CTRL+ALT+Function key</td>
<td></td>
</tr>
<tr>
<td>To do this</td>
<td>Press</td>
</tr>
<tr>
<td>Display Microsoft System Information.</td>
<td>CTRL+ALT+F1</td>
</tr>
<tr>
<td>Choose the Open command.</td>
<td>CTRL+ALT+F2</td>
</tr>
</tbody>
</table>