

## 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](#).

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### 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.

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Microsoft Office basics

Display and use windows

To do this

Switch to the next window.

Press

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**

**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**

<b>To do this</b>	<b>Press</b>
<b>Display the Open dialog box.</b>	<b>CTRL+F12 or CTRL+O</b>
<b>Display the Save As dialog box.</b>	<b>F12</b>
<b>Open the selected folder or file.</b>	<b>ENTER</b>
<b>Open the folder one level above the selected folder.</b>	<b>BACKSPACE</b>
<b>Delete the selected folder or file.</b>	<b>DELETE</b>
<b>Display a shortcut menu for a selected item such as a folder or file.</b>	<b>SHIFT+F10</b>
<b>Move forward through options.</b>	<b>TAB</b>
<b>Move back through options.</b>	<b>SHIFT+TAB</b>
<b>Open the Look in list.</b>	<b>F4 or ALT+I</b>
<b>Undo and redo actions</b>	
<b>To do this</b>	<b>Press</b>
<b>Cancel an action.</b>	<b>ESC</b>
<b>Undo an action.</b>	<b>CTRL+Z</b>
<b>Redo or repeat an action.</b>	<b>CTRL+Y</b>
<b>Access and use task panes and galleries</b>	
<b>To do this</b>	<b>Press</b>
<b>Move to a task pane from another pane in the program window. (You may need to press F6 more than once.)</b>	<b>F6</b>
<b>When a menu is active, move to a task pane. (You may need to press CTRL+TAB more than once.)</b>	<b>CTRL+TAB</b>
<b>When a task pane is active, select the next or previous option in the task pane.</b>	<b>TAB or SHIFT+TAB</b>
<b>Display the full set of commands on the task pane menu.</b>	<b>CTRL+SPACEBAR</b>
<b>Perform the action assigned to the selected button.</b>	<b>SPACEBAR or ENTER</b>
<b>Open a drop-down menu for the selected gallery item.</b>	<b>SHIFT+F10</b>
<b>Select the first or last item in a gallery.</b>	<b>HOME or END</b>
<b>Scroll up or down in the selected gallery list.</b>	<b>PAGE UP or PAGE DOWN</b>
<b>Close a task pane</b>	
<b>1. Press F6 to move to the task pane, if necessary.</b>	
<b>2. Press CTRL+SPACEBAR.</b>	
<b>3. Use the arrow keys to select Close, and then press ENTER.</b>	
<b>Move a task pane</b>	
<b>1. Press F6 to move to the task pane, if necessary.</b>	
<b>2. Press CTRL+SPACEBAR.</b>	
<b>3. Use the arrow keys to select Move, and then press ENTER.</b>	
<b>4. Use the arrow keys to move the task pane, and then press ENTER.</b>	

### 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

To do this	Press
Display the shortcut menu for the selected item.	SHIFT+F10
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.	ALT+SHIFT+F10
Move between options in a menu of available actions.	Arrow keys
Perform the action for the selected item on a menu of available actions.	ENTER
Close the available actions menu or message.	ESC

### 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.

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#### 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.

<b>To do this</b>	<b>Press</b>
Select the active tab of the ribbon and activate the access keys.	ALT or F10. Press either of these keys again to move back to the document and cancel the access keys.
Move to another tab of the ribbon.	F10 to select the active tab, and then LEFT ARROW or RIGHT ARROW
Expand or collapse the ribbon.	CTRL+F1
Display the shortcut menu for the selected item.	SHIFT+F10
Move the focus to select each of the following areas of the window:	
<ul style="list-style-type: none"> <li>• Active tab of the ribbon</li> <li>• Any open task panes</li> <li>• Status bar at the bottom of the window</li> <li>• Your document</li> </ul>	F6
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
Activate the selected command or control on the ribbon.	SPACEBAR or ENTER
Open the selected menu or gallery on the ribbon.	SPACEBAR or ENTER
Activate a command or control on the ribbon so you can modify a value.	ENTER
Finish modifying a value in a control on the ribbon, and move focus back to the document.	ENTER
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.)	F1

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Quick reference for Microsoft Word  
 Common tasks in Microsoft Word

<b>To do this</b>	<b>Press</b>
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

<b>To do this</b>	<b>Press</b>
Decrease font size one value.	<b>CTRL+SHIFT+&lt;</b>
Increase font size one value.	<b>CTRL+SHIFT+&gt;</b>
Decrease font size 1 point.	<b>CTRL+[</b>
Increase font size 1 point.	<b>CTRL+]</b>
Remove paragraph or character formatting.	<b>CTRL+SPACEBAR</b>
Copy the selected text or object.	<b>CTRL+C</b>
Cut the selected text or object.	<b>CTRL+X</b>
Paste text or an object.	<b>CTRL+V</b>
Paste special	<b>CTRL+ALT+V</b>
Paste formatting only	<b>CTRL+SHIFT+V</b>
Undo the last action.	<b>CTRL+Z</b>
Redo the last action.	<b>CTRL+Y</b>
Open the Word Count dialog box.	<b>CTRL+SHIFT+G</b>
<b>Working with documents and Web pages</b>	
<b>Create, view, and save documents</b>	

<b>To do this</b>	<b>Press</b>
Create a new document.	<b>CTRL+N</b>
Open a document.	<b>CTRL+O</b>
Close a document.	<b>CTRL+W</b>
Split the document window.	<b>ALT+CTRL+S</b>
Remove the document window split.	<b>ALT+SHIFT+C or ALT+CTRL+S</b>
Save a document.	<b>CTRL+S</b>
Find, replace, and browse through text	

<b>To do this</b>	<b>Press</b>
Open the Navigation task pane (to search document).	<b>CTRL+F</b>
Repeat find (after closing Find and Replace window).	<b>ALT+CTRL+Y</b>
Replace text, specific formatting, and special items.	<b>CTRL+H</b>
Go to a page, bookmark, footnote, table, comment, graphic, or other location.	<b>CTRL+G</b>
Switch between the last four places that you have edited.	<b>ALT+CTRL+Z</b>
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.	<b>ALT+CTRL+HOME</b>
Move to the previous browse object (set in browse options).	<b>CTRL+PAGE UP</b>
Move to the next browse object (set in browse options).	<b>CTRL+PAGE DOWN</b>

## Switch to another view

### To do this

Switch to Print Layout view.

Switch to Web Layout view.

Switch to Outline view.

Switch to Draft view.

Outline view

### Press

ALT+CTRL+P

ALT+CTRL+O

ALT+CTRL+N

### To do this

Promote a paragraph.

Demote a paragraph.

Demote to body text.

Move selected paragraphs up.

Move selected paragraphs down.

Expand text under a heading.

Collapse text under a heading.

Expand or collapse all text or headings.

Hide or display character formatting.

Show the first line of body text or all body text.

Show all headings with the Heading 1 style.

Show all headings up to Heading n.

Insert a tab character.

Print and preview documents

### Press

ALT+SHIFT+LEFT ARROW

ALT+SHIFT+RIGHT ARROW

CTRL+SHIFT+N

ALT+SHIFT+UP ARROW

ALT+SHIFT+DOWN ARROW

ALT+SHIFT+PLUS SIGN

ALT+SHIFT+MINUS SIGN

ALT+SHIFT+A

The slash (/) key on the numeric keypad

ALT+SHIFT+L

ALT+SHIFT+1

ALT+SHIFT+n

CTRL+TAB

### To do this

Print a document.

Switch to print preview.

Move around the preview page when zoomed in.

Move by one preview page when zoomed out.

Move to the first preview page when zoomed out.

Move to the last preview page when zoomed out.

Review documents

### Press

CTRL+P

ALT+CTRL+I

Arrow keys

PAGE UP or PAGE DOWN

CTRL+HOME

CTRL+END

### To do this

Insert a comment.

Turn change tracking on or off.

Close the Reviewing Pane if it is open.

Read Mode

Note Some screen readers may not be compatible Read mode.

### Press

ALT+CTRL+M

CTRL+SHIFT+E

ALT+SHIFT+C

### To do this

### Press

**To do this**  
**Go to beginning of document.**  
**Go to end of document.**  
**Go to page n.**  
**Exit Read mode.**  
**References, footnotes, and endnotes**

**Press**  
**HOME**  
**END**  
**n, ENTER**  
**ESC**

**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**

**Press**  
**ALT+SHIFT+O**  
**ALT+SHIFT+I**  
**ALT+SHIFT+X**  
**ALT+CTRL+F**  
**ALT+CTRL+D**  
**ALT+SHIFT+>**  
**ALT+SHIFT+<**  
**ALT+Q**

**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**

**Press**  
**CTRL+K**  
**ALT+LEFT ARROW**  
**ALT+RIGHT ARROW**  
**F9**

**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**

**Press**  
**BACKSPACE**  
**CTRL+BACKSPACE**  
**DELETE**  
**CTRL+DELETE**  
**CTRL+X**  
**CTRL+Z**  
**CTRL+F3**

**To do this**  
**Open the Office Clipboard**  
**Copy selected text or graphics to the Office Clipboard.**

**Press**  
**Press ALT+H to move to the Home tab, and then press F,O.**  
**CTRL+C**



<b>To do this</b>	<b>Press</b>
<b>Cut selected text or graphics to the Office Clipboard.</b>	<b>CTRL+X</b>
<b>Paste the most recent addition or pasted item from the Office Clipboard.</b>	<b>CTRL+V</b>
<b>Move text or graphics once.</b>	<b>F2 (then move the cursor and press ENTER)</b>
<b>Copy text or graphics once.</b>	<b>SHIFT+F2 (then move the cursor and press ENTER)</b>
<b>When text or an object is selected, open the Create New Building Block dialog box.</b>	<b>ALT+F3</b>
<b>When the building block — for example, a SmartArt graphic — is selected, display the shortcut menu that is associated with it.</b>	<b>SHIFT+F10</b>
<b>Cut to the Spike.</b>	<b>CTRL+F3</b>
<b>Paste the Spike contents.</b>	<b>CTRL+SHIFT+F3</b>
<b>Copy the header or footer used in the previous section of the document.</b>	<b>ALT+SHIFT+R</b>
<b>Insert special characters</b>	
<b>To insert this</b>	<b>Press</b>
<b>A field</b>	<b>CTRL+F9</b>
<b>A line break</b>	<b>SHIFT+ENTER</b>
<b>A page break</b>	<b>CTRL+ENTER</b>
<b>A column break</b>	<b>CTRL+SHIFT+ENTER</b>
<b>An em dash</b>	<b>ALT+CTRL+MINUS SIGN</b>
<b>An en dash</b>	<b>CTRL+MINUS SIGN</b>
<b>An optional hyphen</b>	<b>CTRL+HYPHEN</b>
<b>A nonbreaking hyphen</b>	<b>CTRL+SHIFT+HYPHEN</b>
<b>A nonbreaking space</b>	<b>CTRL+SHIFT+SPACEBAR</b>
<b>The copyright symbol</b>	<b>ALT+CTRL+C</b>
<b>The registered trademark symbol</b>	<b>ALT+CTRL+R</b>
<b>The trademark symbol</b>	<b>ALT+CTRL+T</b>
<b>An ellipsis</b>	<b>ALT+CTRL+PERIOD</b>
<b>A single opening quotation mark</b>	<b>CTRL+` (single quotation mark), ` (single quotation mark)</b>
<b>A single closing quotation mark</b>	<b>CTRL+' (single quotation mark), ' (single quotation mark)</b>
<b>Double opening quotation marks</b>	<b>CTRL+` (single quotation mark), SHIFT+' (single quotation mark)</b>
<b>Double closing quotation marks</b>	<b>CTRL+' (single quotation mark), SHIFT+' (single quotation mark)</b>
<b>An AutoText entry</b>	<b>ENTER (after you type the first few characters of the AutoText entry name and when the ScreenTip appears)</b>
<b>Insert characters by using character codes</b>	

<b>To do this</b>	<b>Press</b>
<b>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.</b>	<b>The character code, ALT+X</b>
<b>Find out the Unicode character code for the selected character</b>	<b>ALT+X</b>
<b>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.</b>	<b>ALT+the character code (on the numeric keypad)</b>
<b>Select text and graphics</b>	
<b>Select text by holding down SHIFT and using the arrow keys to move the cursor.</b>	
<b>Extend a selection</b>	
<b>To do this</b>	<b>Press</b>
<b>Turn extend mode on.</b>	<b>F8</b>
<b>Select the nearest character.</b>	<b>F8, and then press LEFT ARROW or RIGHT ARROW</b>
<b>Increase the size of a selection.</b>	<b>F8 (press once to select a word, twice to select a sentence, and so on)</b>
<b>Reduce the size of a selection.</b>	<b>SHIFT+F8</b>
<b>Turn extend mode off.</b>	<b>ESC</b>
<b>Extend a selection one character to the right.</b>	<b>SHIFT+RIGHT ARROW</b>
<b>Extend a selection one character to the left.</b>	<b>SHIFT+LEFT ARROW</b>
<b>Extend a selection to the end of a word.</b>	<b>CTRL+SHIFT+RIGHT ARROW</b>
<b>Extend a selection to the beginning of a word.</b>	<b>CTRL+SHIFT+LEFT ARROW</b>
<b>Extend a selection to the end of a line.</b>	<b>SHIFT+END</b>
<b>Extend a selection to the beginning of a line.</b>	<b>SHIFT+HOME</b>
<b>Extend a selection one line down.</b>	<b>SHIFT+DOWN ARROW</b>
<b>Extend a selection one line up.</b>	<b>SHIFT+UP ARROW</b>
<b>Extend a selection to the end of a paragraph.</b>	<b>CTRL+SHIFT+DOWN ARROW</b>
<b>Extend a selection to the beginning of a paragraph.</b>	<b>CTRL+SHIFT+UP ARROW</b>
<b>Extend a selection one screen down.</b>	<b>SHIFT+PAGE DOWN</b>
<b>Extend a selection one screen up.</b>	<b>SHIFT+PAGE UP</b>
<b>Extend a selection to the beginning of a document.</b>	<b>CTRL+SHIFT+HOME</b>
<b>Extend a selection to the end of a document.</b>	<b>CTRL+SHIFT+END</b>
<b>Extend a selection to the end of a window.</b>	<b>ALT+CTRL+SHIFT+PAGE DOWN</b>
<b>Extend a selection to include the entire document.</b>	<b>CTRL+A</b>
<b>Select a vertical block of text.</b>	<b>CTRL+SHIFT+F8, and then use the arrow keys; press ESC to cancel selection mode</b>
<b>Extend a selection to a specific location in a</b>	<b>F8+arrow keys; press ESC to cancel selection mode</b>

**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**

**Press**

**Press**

**TAB**

**SHIFT+TAB**

**Hold down SHIFT and press an arrow key repeatedly**

**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.**

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

**ALT+5 on the numeric keypad (with NUM LOCK off)**

**Press**

**LEFT ARROW**

**RIGHT ARROW**

**CTRL+LEFT ARROW**

**CTRL+RIGHT ARROW**

**CTRL+UP ARROW**

**CTRL+DOWN ARROW**

**SHIFT+TAB**

**TAB**

**UP ARROW**

**DOWN ARROW**

**END**

**HOME**

**ALT+CTRL+PAGE UP**

**ALT+CTRL+PAGE DOWN**

**PAGE UP**

**PAGE DOWN**

**CTRL+PAGE DOWN**

**CTRL+PAGE UP**

**CTRL+END**

To move	Press
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
Move around in a table	
<b>To move</b>	<b>Press</b>
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	
<b>To insert</b>	<b>Press</b>
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 Overtyping mode on or off, press INSERT.	
Character and paragraph formatting	
Copy formatting	
<b>To do this</b>	<b>Press</b>
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.	
<b>To do this</b>	<b>Press</b>
Open the Font dialog box to change the font.	CTRL+SHIFT+F
Increase the font size.	CTRL+SHIFT+>
Decrease the font size.	CTRL+SHIFT+<

<b>To do this</b>	<b>Press</b>
Increase the font size by 1 point.	CTRL+] ]
Decrease the font size by 1 point.	CTRL+[ [
Apply character formats	
<b>To do this</b>	<b>Press</b>
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	
<b>To do this</b>	<b>Press</b>
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	
<b>To do this</b>	<b>Press</b>
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)
Align paragraphs	
<b>To do this</b>	<b>Press</b>
Switch a paragraph between centered and left-aligned.	CTRL+E

To do this	Press
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
Close the Styles task pane	
<ol style="list-style-type: none"> <li>1. If the Styles task pane is not selected, press F6 to select it.</li> <li>2. Press CTRL+SPACEBAR.</li> <li>3. Use the arrow keys to select Close, and then press ENTER.</li> </ol>	

#### 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.
2. Press SHIFT+F10.
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
<b>Work with fields</b>	
<b>To do this</b>	
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
<b>Language bar</b>	
<b>Handwriting recognition</b>	
<b>To do this</b>	
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.

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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



<b>To do this</b>	<b>Press</b>
<b>Expand or collapse the ribbon.</b>	<b>CTRL+F1</b>
<b>Choose the Print Preview command.</b>	<b>CTRL+F2</b>
<b>Cut to the Spike.</b>	<b>CTRL+F3</b>
<b>Close the window.</b>	<b>CTRL+F4</b>
<b>Go to the next window.</b>	<b>CTRL+F6</b>
<b>Insert an empty field.</b>	<b>CTRL+F9</b>
<b>Maximize the document window.</b>	<b>CTRL+F10</b>
<b>Lock a field.</b>	<b>CTRL+F11</b>
<b>Choose the Open command.</b>	<b>CTRL+F12</b>
<b>CTRL+SHIFT+Function key</b>	

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

<b>To do this</b>	<b>Press</b>
<b>Go to the next field.</b>	<b>ALT+F1</b>
<b>Create a new Building Block.</b>	<b>ALT+F3</b>
<b>Exit Word 2013.</b>	<b>ALT+F4</b>
<b>Restore the program window size.</b>	<b>ALT+F5</b>
<b>Move from an open dialog box back to the document, for dialog boxes that support this behavior.</b>	<b>ALT+F6</b>
<b>Find the next misspelling or grammatical error.</b>	<b>ALT+F7</b>
<b>Run a macro.</b>	<b>ALT+F8</b>
<b>Switch between all field codes and their results.</b>	<b>ALT+F9</b>
<b>Display the Selection and Visibility task pane.</b>	<b>ALT+F10</b>
<b>Display Microsoft Visual Basic code.</b>	<b>ALT+F11</b>
<b>ALT+SHIFT+Function key</b>	

<b>To do this</b>	<b>Press</b>
<b>Go to the previous field.</b>	<b>ALT+SHIFT+F1</b>
<b>Choose the Save command.</b>	<b>ALT+SHIFT+F2</b>

**To do this**

**Display the Research task pane.**

**Run GOTOBUTTON or MACROBUTTON from the field that displays the field results.**

**Display a menu or message for an available action.**

**Choose Table of Contents button in the Table of Contents container when the container is active.**

**CTRL+ALT+Function key**

**Press**

**ALT+SHIFT+F7**

**ALT+SHIFT+F9**

**ALT+SHIFT+F10**

**ALT+SHIFT+F12**

**To do this**

**Display Microsoft System Information.**

**Choose the Open command.**

**Press**

**CTRL+ALT+F1**

**CTRL+ALT+F2**

**Comment [1]: >**