

Microsoft Word Keyboard Shortcuts

- Alt+Ctrl+1 Applies Heading 1 style
- Alt+Ctrl+2 Applies Heading 2 style
- Alt+Ctrl+3 Applies Heading 3 style
- Alt+Ctrl+C Inserts the copyright symbol
- Alt+Ctrl+D Inserts an endnote
- Alt+Ctrl+F Inserts a footnote
- Alt+Ctrl+I Toggles between Print Preview view
- Alt+Ctrl+M Inserts a comment
- Alt+Ctrl+N Switches to Draft view
- Alt+Ctrl+O Switches to Outline view
- Alt+Ctrl+P Switches to Print Layout view
- Alt+Ctrl+PgDn Moves to the end of the window
- Alt+Ctrl+PgUp Moves to the top of the window
- Alt+Ctrl+R Inserts the registered trademark symbol
- Alt+Ctrl+T Inserts the trademark symbol
- Alt+F1 Moves to the next field
- Alt+F10 Maximises the program window
- Alt+F4 Exits Word
- Alt+F8 Runs a macro
- Alt+F9 Toggles between all field codes and effects
- Alt+Prn Scrn Copies the active window to the Clipboard
- Alt+Right Arrow Moves to the next page
- Alt+Shift+F1 Moves to the previous field
- Alt+Tab Cycles to the next program window
- Ctrl+ Spacebar Removes font and paragraph formatting
- Ctrl+[Decreases the font size by 1 point
- Ctrl+[Decreases the font size by 1 point
- Ctrl+] Increases the font size by 1 point
- Ctrl+] Increases the font size by 1 point
- Ctrl+1 Uses single space line formatting
- Ctrl+2 Uses double space line formatting
- Ctrl+Alt+F1 Displays System Information
- Ctrl+Alt+V Displays the 'Paste Special' dialog box
- Ctrl+B Applies bold formatting
- Ctrl+Backspace Deletes one word to the left
- Ctrl+C Copies the selected item to the Clipboard
- Ctrl+D Displays the Font dialog box
- Ctrl+Delete Deletes one word to the right
- Ctrl+Down Arrow Moves down one paragraph
- Ctrl+End Moves to the end of a document
- Ctrl+Enter Inserts a hard page break
- Ctrl+Equal key Applies subscript formatting
- Ctrl+F Displays the Find dialog box
- Ctrl+F10 Maximises or restores the active window
- Ctrl+F10 Maximizes the active window
- Ctrl+F11 Locks a field
- Ctrl+F4 Closes a window
- Ctrl+F4 Closes the active window
- Ctrl+F6 Cycles around open documents
- Ctrl+F9 Inserts a field
- Ctrl+G Displays the Go To dialog box
- Ctrl+H Displays the Replace dialog box
- Ctrl+Home Moves to the beginning of a document
- Ctrl+I Applies italic formatting
- Ctrl+K Inserts a hyperlink
- Ctrl+L Alignment a paragraph to the left
- Ctrl+Left Arrow Moves one word to the left
- Ctrl+O Displays the Open dialog box
- Ctrl+P Prints a document
- Ctrl+PgDn Moves to the top of the next page
- Ctrl+PgUp Moves to the top of the previous page
- Ctrl+Q Removes paragraph formatting
- Ctrl+Right Arrow Moves one word to the right
- Ctrl+Shift+< Decrease font size one point
- Ctrl+Shift+> Increases font size one point
- Ctrl+Shift+A Formats all characters as capitals
- Ctrl+Shift+C Copies formatting from text
- Ctrl+Shift+D Apply double-underline formatting
- Ctrl+Shift+Enter Inserts a column break
- Ctrl+Shift+F Displays the Font dialog box
- Ctrl+Shift+F11 Unlocks a field
- Ctrl+Shift+F9 Unlinks a field
- Ctrl+Shift+G Displays the Word Count dialog box
- Ctrl+Shift+K Formats characters as small capitals
- Ctrl+Shift+N Applies the Normal style
- Ctrl+Shift+S Displays the Styles task pane
- Ctrl+Shift+V Applies copied formatting to text
- Ctrl+U Applies underline formatting
- Ctrl+Up Arrow Moves up one paragraph
- Ctrl+V Pastes an item from the Clipboard
- Ctrl+X Cuts (moves) item to the Clipboard
- Ctrl+Y Redo
- Ctrl+Z Undo
- Down Arrow Moves down one line
- F1 Help
- F10 Display Key Tips
- F11 Moves to the next field
- F12 Displays the Save As dialog box



- F7 Runs the spell checker
- F8 Extends a selection
- F9 Refresh (Update key)
- Home Moves to the beginning of a line
- PgDn Moves down one screen
- PgUp Moves up one screen
- Prnt Scrn Copies the screen to the Clipboard
- Right Arrow Moves one character to the right
- Shift+Enter Inserts a line break
- Shift+F1 Displays 'Reveal Formatting' information
- Shift+F10 Displays a shortcut (popup) menu
- Shift+F11 Moves to the previous field
- Shift+F3 Cycles around the text case option
- Shift+F9 Switches between field code & code effect