Word Keyboard Shortcuts (PC Version)

Quick Reference Guide

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Common

Action	Shortcut
Adjust Zoom Magnification	ALT, W, Q
Align text left/right	CTRL L or R
Apply bold formatting	CTRL B
Apply italic formatting	CTRL I
Apply underline formatting	CTRL U
Cancel command	ESC
Center text	CTRL E
Close document	CTRL W
Close Word	ALT F4
Copy selection	CTRL C
Create new document	CTRL N
Cut selected content	CTRL X
Decrease/increase font size (1 point)	CTRL [or]
Find next spelling/grammatical error	ALT F7
Open document	CTRL O
Open Editor pane (Spelling/Grammar)	F7
Open Help pane	F1
Open Thesaurus pane	SHIFT F7
Paste selection	CTRL V
Print document	CTRL P
Redo action	CTRL Y
Remove document window split	ALT SHIFT C
Save As dialog box	F12
Save document	CTRL S
Select all document content	CTRL A
Split document window	CTRL ALT S
Switch to next open document	CTRL F6
Switch to previous open document	CTRL SHIFT F6
Undo action	CTRL Z

Editing Text and Graphics

Action	Shortcut
Copy header/footer (previous section)	ALT SHIFT R
Copy selection to new location	SHIFT + F2, Move, ENTER
Copy selected formatting*	CTRL ALT C
Copy selection	CTRL C
Create new Building Block from selection	ALT F3
Cut selection	CTRL X
Delete one word to left	CTRL BACKSPACE

*Older versions use CTRL + SHIFT + C

Action	Shortcut
Delete one word to right	CTRL DELETE
Display Object dialog box	ALT + N, J, J
Display Find/Replace dialog box	CTRL H
Insert Building Block	Building Block Name, F3
Insert SmartArt graphic	ALT + N, M
Insert WordArt graphic	ALT + N, W
Move selected content	F2, Move cursor, ENTER
Open Clipboard task pane	ALT + H, F, O
Paste selected formatting*	CTRL ALT V
Paste selection	CTRL V

*Older versions use CTRL + SHIFT + V

Formatting Characters

Action	Shortcut
Add bulleted list	CTRL SHIFT L
Apply bold formatting	CTRL B
Apply double-underline formatting	CTRL SHIFT D
Apply italic formatting	CTRL I
Apply small caps formatting	CTRL SHIFT K
Apply subscript formatting	CTRL =
Apply superscript formatting	CTRL SHIFT +
Apply underline formatting	CTRL U
Apply underline formatting (words only)	CTRL SHIFT W
Change selected text to Symbol font	CTRL SHIFT Q
Change text to all upper case	CTRL SHIFT A
Decrease/increase font size (1 pt)	CTRL [or]
Decrease/increase font size (2 pts)	CTRL SHIFT < or >
Display Font dialog box	CTRL D
Display nonprinting characters*	CTRL SHIFT 8
Display Reveal Formatting task pane	SHIFT F1
Hide selected text	CTRL SHIFT H
Remove manual character formatting	CTRL SPACE
Switch between upper/lower/title case	SHIFT F3

* Do not use numeric keypad

Formatting Paragraphs

Action	Shortcut
Add/remove space before paragraph	CTRL 0 (zero)
Align paragraph to left	CTRL L
Align paragraph to right	CTRL R
Apply 1.5-line spacing to paragraph	CTRL 5
Apply double spacing to paragraph	CTRL 2
Apply single spacing to paragraph	CTRL 1
Apply style: Heading 1 to 3	CTRL ALT 1...3
Apply style: Normal	CTRL SHIFT N
Center paragraph	CTRL E
Create hanging indent	CTRL T
Display Apply Styles task pane	CTRL SHIFT S
Display Styles task pane	CTRL ALT SHIFT S
Enable AutoFormat	CTRL ALT K
Indent paragraph	CTRL M
Justify paragraph	CTRL J
Remove hanging indent	CTRL SHIFT T
Remove paragraph formatting	CTRL Q
Remove paragraph indent	CTRL SHIFT M

Mail Merges (Mailings tab must be selected)

Action	Shortcut
Edit mail merge data document	ALT SHIFT E
Go to next field	F11
Go to previous field	SHIFT F11
Insert DATE field	ALT SHIFT D
Insert empty field	CTRL F9
Insert LISTNUM field	CTRL ALT L
Insert merge field	ALT SHIFT F
Insert PAGE field	ALT SHIFT P
Insert TIME field	ALT SHIFT T
Lock field	CTRL F11
Merge document	ALT SHIFT N
Preview mail merge	ALT SHIFT K
Print merged document	ALT SHIFT M
Toggle all field codes and their results	ALT F9
Toggle single field code and its result	SHIFT F9
Unlink field	CTRL SHIFT F9
Unlock field	CTRL SHIFT F11
Update selected fields or links	F9

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