

Shortcut Keys for Microsoft Word (2/25/19)

The following list comes from the website <https://turbofuture.com/computers/keyboard-shortcut-keys>. This list pertains to MS Word. I've found that the Ctrl-Key Shortcuts always work. The others, involving the F-Keys have some dependence on the brand of computer you are using and exact version of Word you are using. Try them and see. BTW, the above website also lists keyboard shortcuts for Windows, certain browsers, File Explorer and others. Good information.

Use of Keyboard shortcuts can be very useful and a great time saver. Many users memorize eight or ten shortcuts and employ them a lot. These shortcuts save having to find the exact command on the ribbon and can be executed quickly. With a little practice, many folks will find themselves wondering how you ever did without them. I have highlighted the ones that I, personally, use a lot.

Remember this rule always applies when you are dealing with text - You must highlight something in order to have an effect on it.

- **Ctrl and A:** Selects all in the current document.
- **Ctrl and B:** Bold text.
- **Ctrl and C:** Copies the item or text.
- **Ctrl and D:** Displays the Font dialogue box.
- **Ctrl and E:** Switch a paragraph between center and left alignment.
- **Ctrl and F:** Displays the Find dialog box to search the current document.
- **Ctrl and G:** Displays the Go To dialog box to search for a specific location in the current document.
- **Ctrl and H:** Displays the Replace dialogue box.
- **Ctrl and I:** Italicize text.
- **Ctrl and J:** Switch a paragraph between justified and left alignment.
- **Ctrl and K:** Create a hyperlink.
- **Ctrl and L:** Left align a paragraph.
- **Ctrl and M:** Indent a paragraph from the left.
- **Ctrl and N:** Create a new document.
- **Ctrl and O:** Opens a new document.
- **Ctrl and P:** Prints a document.
- **Ctrl and R:** Switch the alignment of a paragraph between left and right.
- **Ctrl and S:** Saves a document.
- **Ctrl and U:** Underlines text.
- **Ctrl and V:** Pastes the copied item or text.
- **Ctrl and X:** Cuts the selected item or text.

- **Ctrl and Y:** Redo the last action.
- **Ctrl and Z:** Undo the last action.
- **Ctrl and Enter:** Insert a page break.
- **Ctrl and F2:** Select Print Preview command.
- **Ctrl and F4:** Closes the active window.
- **Ctrl and F6:** Opens the next window if multiple are open.
- **F1 key:** Get help on a selected command or use the Office assistant.
- **Shift and F1 Key:** Review text formatting.
- **F2 Key:** Move text or image.
- **Shift + F2 Key:** Copy text.
- **F3 Key:** Insert an autotext entry.
- **Shift + F3 Key:** Change the case of the selected text.
- **F4 Key:** Perform last action again.
- **Shift + F4 Key:** Perform a Find or Go To action again.
- **F5 Key:** Displays the Go To dialogue box. You can also get to Find and Replace from here.
- **Shift + F5 Key:** Move to a previous revision.
- **F6 Key:** Go to the next frame or pane.
- **Shift + F6 Key:** Go to the previous frame or pane.
- **F7 Key:** Launch the Spell Checker.
- **Shift + F7 Key:** Launch the Thesaurus.
- **F8 Key:** Extend the current selection.
- **Shift + F8 Key:** Shrink the current selection.
- **F9 Key:** Refresh.
- **Shift + F9 Key:** Switch between a field code and its result.
- **F10 Key:** Show KeyTips.
- **Shift + F10 Key:** Display a Shortcut Menu (same as right-clicking).
- **F11 Key:** Go to the next field.
- **SHIFT + F11 Key:** Go to the previous field.
- **F12 Key:** Open Save As, equivalent to tools menu.
- **Shift + F12 Key:** Save document, equivalent to tools menu.