

By Bill Detwiler

Working with text and paragraphs

Shortcut	Function
Ctrl+A	Select all text in a document
Ctrl+Shift+A	Format selected text as all caps
Ctrl+B	Bold the selected text
Ctrl+C	Copy the selected text or object
Ctrl+Shift+C	Copy the format of the selected text
Ctrl+D	Display the Format Font dialog box
Ctrl+E	Center the selected paragraph
Ctrl+Shift+H	Apply hidden text formatting to the selected text
Ctrl+I	Italicize the selected text
Ctrl+J	Justify the selected paragraph
Ctrl+K	Insert a hyperlink within the selected text
Ctrl+Shift+K	Format select text as small caps
Ctrl+L	Left align the selected paragraph
Ctrl+M	Indent the selected paragraph from the left
Ctrl+Q	Remove paragraph formatting from selected paragraph
Ctrl+R	Right align the selected paragraph
Ctrl+T	Apply a hanging indent to the selected paragraph
Ctrl+U	Underline the selected text
Ctrl+Shift+D	Double-underline the selected text
Ctrl+Shift+W	Underline the selected words but not spaces
Ctrl+V	Paste cut/copied text or object
Ctrl+Shift+V	Paste copied format
Ctrl+0	Add/Remove one line space before the selected paragraph
Ctrl+1	Apply single-space lines to the selected text
Ctrl+2	Apply double-space lines to the selected text
Ctrl+5	Apply 1.5-space lines to the selected text
Ctrl+Spacebar	Remove selected text's manual character formatting

Working with text and paragraphs cont.

Shortcut	Function
Ctrl+Equal Sign	Subscript the selected text
Ctrl+Shift+Plus Sign	Superscript the selected text
Ctrl+Shift+Q	Apply Symbol font to the selected text
Ctrl+Shift+F	Change the selected text's font
Ctrl+Shift+P	Change the selected text's font size
Ctrl+Shift+>	Increase the selected text's font size by one point
Ctrl+Shift+<	Decrease the selected text's font size by one point
Ctrl+]	Increase the selected text's font size by one point
Ctrl+[Decrease the selected text's font size by one point
Shift+Enter	Insert a line break
Ctrl+Enter	Insert a page break
Ctrl+Shift+Enter	Insert a section break
Alt+Ctrl+Minus Sign	Insert an em dash
Ctrl+Minus Sign	Insert an en dash
Ctrl+Hyphen	Insert an optional hyphen
Ctrl+Shift+Hyphen	Insert a nonbreaking hyphen
Ctrl+Shift+spacebar	Insert a nonbreaking space
Alt+Ctrl+C	Insert the copyright symbol
Alt+Ctrl+R	Insert the registered trademark symbol
Alt+Ctrl+Period	Insert and ellipsis

Printing and previewing

Shortcut	Function
Ctrl+P	Display the File Print dialog box
Alt+Ctrl+I	Switch in and out of Print Preview
Ctrl+Home	Move to the document's first preview page
Ctrl+End	Move to the document's last preview page

Working with styles

Shortcut	Function
Alt+Ctrl+K	Enable AutoFormat
Ctrl+Shift+L	Apply the List style to the selected text
Ctrl+Shift+N	Apply the Normal style to the selected text
Ctrl+Shift+S	Apply a style to the selected text
Alt+Ctrl+1	Apply the Heading 1 style to the selected text
Alt+Ctrl+2	Apply the Heading 2 style to the selected text
Alt+Ctrl+3	Apply the Heading 3 style to the selected text

Working with tables

Shortcut	Function
Tab	Move to next cell in a row; Start a new row if pressed within a row's last cell
Shift+Tab	Move to previous cell in a row
Alt+Home	Move to the first cell in a row
Alt+End	Move to the last cell in a row
Alt+Page Up	Move to the first cell in a column
Alt+Page Down	Move to the last cell in a column
Up Arrow	Move to the previous row
Down Arrow	Move to the next row
Enter	Start a new paragraph within a cell
Ctrl+Tab	Insert a tab within a cell

Working with documents

Shortcut	Function
Ctrl+N	Open a new document that is the same type as the current or most recently opened document
Ctrl+O	Display the File Open dialog box
Ctrl+W	Close the current document
Ctrl+S	Save the current document
Alt+Ctrl+S	Split the document window
Alt+Shift+C	Remove the document window split

Functions keys

Shortcut	Function
F1	Display Word Help dialog box
Shift+F1	Open Reveal formatting dialog box or open context-sensitive Word Help
F2	Move selected text of object
Shift+F2	Copy the selected text
F3	Insert AutoText
Shift+F3	Change the case of the selected text
F4	Repeat last action
Shift+F4	Repeat Find or Go To
F5	Display the Edit Go To dialog box
Shift+F5	Move to the last change
F6	Move to the next pane or frame
Shift+F6	Move to the previous pane or frame
F7	Display Tools Spelling and Grammar dialog box
Shift+F7	Display the Tools Language Thesaurus dialog box
F8	Extend the selection
Shift+F8	Shrink the selection
F9	Update the selected fields
Shift+F9	Switch between a field code and its product
F10	Activate the Word menu bar
Shift+F10	Display the shortcut menu
F11	Move to the next field
Shift+F11	Move to the previous field
F12	Display the File Save As dialog box
Shift+F12	Save the current document

Additional resources

- [Shortcut-key cheats, version 2](#) (TechRepublic Download)
- [Excel keyboard shortcuts](#) (TechRepublic Download)
- [Use keyboard shortcuts at the command line](#) (TechRepublic Article)
- [Build Your Skills: Five things every tech should know about Microsoft Office 2003](#) (TechRepublic article)

Version history

Version: 1.0

Published: 3/4/2005

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