

## MS Word Keyboard Shortcuts - PC

Command Name	Modifiers	Key	Menu
<b>About</b>			Help
<b>All Caps</b>	Ctrl+Shift+	A	
<b>Annotation</b>	Alt+Ctrl+	M	
<b>App Maximize</b>	Alt+	F10	
<b>App Restore</b>	Alt+	F5	
<b>Apply Heading1</b>	Alt+Ctrl+	1	
<b>Apply Heading2</b>	Alt+Ctrl+	2	
<b>Apply Heading3</b>	Alt+Ctrl+	3	
<b>Apply List Bullet</b>	Ctrl+Shift+	L	
<b>Arrange All</b>			Window
<b>Auto Correct</b>			Tools
<b>Auto Fit Content</b>			Toolbar 32782
<b>Auto Fit Fixed</b>			Toolbar 32782
<b>Auto Fit Window</b>			Toolbar 32782
<b>Auto Format</b>	Alt+Ctrl+	K	
<b>Auto Format Begin</b>			Format
<b>Auto Summarize Begin</b>			Tools
<b>Auto Text</b>		F3	
<b>Auto Text</b>	Alt+Ctrl+	V	
<b>Background Fill Effect</b>			Format Background
<b>Background More Colors</b>			Format Background
<b>Background Watermark</b>			Format Background
<b>Bold</b>	Ctrl+	B	
<b>Bold</b>	Ctrl+Shift+	B	
<b>Bookmark</b>	Ctrl+Shift+	F5	Insert
<b>Bookshelf Lookup Reference</b>			Tools
<b>Break</b>			Insert
<b>Browse Next</b>	Ctrl+	Page Down	
<b>Browse Prev</b>	Ctrl+	Page Up	
<b>Browse Sel</b>	Alt+Ctrl+	Home	
<b>Busu</b>			Language
<b>Cancel</b>		Esc	
<b>Center Para</b>	Ctrl+	E	
<b>Change Case</b>			Format
<b>Change Case</b>	Shift+	F3	
<b>Char Left</b>		Left	
<b>Char Left Extend</b>	Shift+	Left	
<b>Char Right</b>		Right	
<b>Char Right Extend</b>	Shift+	Right	
<b>Clear</b>		Del	Edit
<b>Close or Exit</b>	Alt+	F4	
<b>Close Pane</b>	Alt+Shift+	C	
<b>Column Break</b>	Ctrl+Shift+	Return	
<b>Column Select</b>	Ctrl+Shift+	F8	
<b>Compare Versions</b>			Track Changes Menu
<b>Copy</b>	Ctrl+	C	
<b>Copy</b>	Ctrl+	Insert	
<b>Copy Format</b>	Ctrl+Shift+	C	
<b>Copy Text</b>	Shift+	F2	
<b>Create Auto Text</b>	Alt+	F3	
<b>Cross Reference</b>			Insert
<b>Customize</b>			Tools
<b>Customize Add Menu Shortcut</b>	Alt+Ctrl+	=	
<b>Customize Keyboard Shortcut</b>	Alt+Ctrl+	Num +	
<b>Customize Remove Menu</b>	Alt+Ctrl+	-	

Command Name	Modifiers	Key	Menu
<b>Shortcut</b>			
<b>Cut</b>	Ctrl+	X	
<b>Cut</b>	Shift+	Del	
<b>Date Field</b>	Alt+Shift+	D	
<b>Date Time</b>			Insert
<b>Delete Back Word</b>	Ctrl+	Backspace	
<b>Delete Column</b>			Toolbar 32780
<b>Delete Row</b>			Toolbar 32780
<b>Delete Table</b>			Toolbar 32780
<b>Delete Word</b>	Ctrl+	Del	
<b>Dictionary</b>	Alt+Shift+	F7	
<b>Do Field Click</b>	Alt+Shift+	F9	
<b>Doc Close</b>	Ctrl+	W	
<b>Doc Close</b>	Ctrl+	F4	
<b>Doc Maximize</b>	Ctrl+	F10	
<b>Doc Move</b>	Ctrl+	F7	
<b>Doc Restore</b>	Ctrl+	F5	
<b>Doc Size</b>	Ctrl+	F8	
<b>Doc Split</b>	Alt+Ctrl+	S	Window
<b>Double Underline</b>	Ctrl+Shift+	D	
<b>Draw Group</b>			Draw
<b>Draw Picture Automatic</b>			Image Control
<b>Draw Picture Black and White</b>			Image Control
<b>Draw Picture Grayscale</b>			Image Control
<b>Draw Picture Watermark</b>			Image Control
<b>Draw Regroup</b>			Draw
<b>Draw Set Arrow Style</b>			Arrow
<b>Draw Shadow Color</b>			Shadow Color
<b>Draw Shadow Customize</b>			Shadow
<b>Draw Shadow Semi Transparent Toggle</b>			Shadow Color
<b>Draw Show Auto Shapes and Drawing Toolbars</b>			Picture Menu
<b>Draw Snap to Grid</b>			Draw
<b>Draw Ungroup</b>			Draw
<b>Draw Word Art Align Center</b>			WordArt Alignment
<b>Draw Word Art Align Left</b>			WordArt Alignment
<b>Draw Word Art Align Letter Justify</b>			WordArt Alignment
<b>Draw Word Art Align Right</b>			WordArt Alignment
<b>Draw Word Art Align Stretch Justify</b>			WordArt Alignment
<b>Draw Word Art Align Word Justify</b>			WordArt Alignment
<b>Draw Word Art Kern</b>			WordArt Tracking
<b>Draw Word Art Spacing Loose</b>			WordArt Tracking
<b>Draw Word Art Spacing Normal</b>			WordArt Tracking
<b>Draw Word Art Spacing Tight</b>			WordArt Tracking
<b>Draw Word Art Spacing Very Loose</b>			WordArt Tracking
<b>Draw Word Art Spacing Very Tight</b>			WordArt Tracking
<b>Draw3 DColor</b>			Extrusion Color
<b>Draw3 DCustomize</b>			3-D Effect
<b>Draw3 DDepth Infinite</b>			Extrusion Depth
<b>Draw3 DDepth0</b>			Extrusion Depth
<b>Draw3 DDepth1</b>			Extrusion Depth

Command Name	Modifiers	Key	Menu
<b>Draw3 DDepth2</b>			Extrusion Depth
<b>Draw3 DDepth3</b>			Extrusion Depth
<b>Draw3 DDepth4</b>			Extrusion Depth
<b>Draw3 DLighting Flat</b>			3-D Lighting
<b>Draw3 DLighting Harsh</b>			3-D Lighting
<b>Draw3 DLighting Normal</b>			3-D Lighting
<b>Draw3 DParallel</b>			Extrusion Direction
<b>Draw3 DPerspective</b>			Extrusion Direction
<b>Draw3 DSurface Matte</b>			3-D Surface Material
<b>Draw3 DSurface Metal</b>			3-D Surface Material
<b>Draw3 DSurface Plastic</b>			3-D Surface Material
<b>Draw3 DWire Frame</b>			3-D Surface Material
<b>End of Column</b>	Alt+	Page Down	
<b>End of Column</b>	Alt+Shift+	Page Down	
<b>End of Doc Extend</b>	Ctrl+Shift+	End	
<b>End of Document</b>	Ctrl+	End	
<b>End of Line</b>		End	
<b>End of Line Extend</b>	Shift+	End	
<b>End of Row</b>	Alt+	End	
<b>End of Row</b>	Alt+Shift+	End	
<b>End of Window</b>	Alt+Ctrl+	Page Down	
<b>End of Window Extend</b>	Alt+Ctrl+Shift+	Page Down	
<b>Endnote Now</b>	Alt+Ctrl+	D	
<b>Envelope Wizard</b>			Tools
<b>Exit</b>			File
<b>Extend Selection</b>		F8	
<b>Field</b>			Insert
<b>Field Chars</b>	Ctrl+	F9	
<b>Field Codes</b>	Alt+	F9	
<b>Find</b>	Ctrl+	F	
<b>Fix Me</b>			Help
<b>Font</b>	Ctrl+	D	
<b>Font</b>	Ctrl+Shift+	F	
<b>Font Size Select</b>	Ctrl+Shift+	P	
<b>Footnote</b>			Insert
<b>Footnote Now</b>	Alt+Ctrl+	F	
<b>Footnotes</b>			View
<b>Formula</b>			Table
<b>Frameset Wizard</b>			Frames Menu
<b>Go Back</b>	Shift+	F5	
<b>Go Back</b>	Alt+Ctrl+	Z	
<b>Go To</b>	Ctrl+	G	Edit
<b>Go To</b>		F5	Edit
<b>Gridlines</b>			Table
<b>Grow Font</b>	Ctrl+Shift+	.	
<b>Grow Font One Point</b>	Ctrl+	]	
<b>Hanging Indent</b>	Ctrl+	T	
<b>Hanja Dictionary</b>			Language
<b>Header</b>			View
<b>Header Footer Link</b>	Alt+Shift+	R	
<b>Headings</b>			Table
<b>Help</b>		F1	
<b>HHC</b>			Language
<b>Hidden</b>	Ctrl+Shift+	H	
<b>HTMLSource</b>			View
<b>Hyperlink</b>	Ctrl+	K	
<b>Hyphenation</b>			Language
<b>Indent</b>	Ctrl+	M	

Command Name	Modifiers	Key	Menu
<b>Index and Tables</b>			Insert
<b>Insert Column</b>			Toolbar 32782
<b>Insert Column Right</b>			Toolbar 32782
<b>Insert Row Above</b>			Toolbar 32782
<b>Insert Row Below</b>			Toolbar 32782
<b>Italic</b>	Ctrl+	I	
<b>Italic</b>	Ctrl+Shift+	I	
<b>Justify Para</b>	Ctrl+	J	
<b>Language</b>			Language
<b>Left Para</b>	Ctrl+	L	
<b>Letter Properties</b>			Tools
<b>Line Down</b>		Down	
<b>Line Down Extend</b>	Shift+	Down	
<b>Line Up</b>		Up	
<b>Line Up Extend</b>	Shift+	Up	
<b>Links</b>			Edit
<b>List Num Field</b>	Alt+Ctrl+	L	
<b>Lock Fields</b>	Ctrl+	3	
<b>Lock Fields</b>	Ctrl+	F11	
<b>Macro</b>	Alt+	F8	
<b>Mail Merge Check</b>	Alt+Shift+	K	
<b>Mail Merge Edit Data Source</b>	Alt+Shift+	E	
<b>Mail Merge to Doc</b>	Alt+Shift+	N	
<b>Mail Merge to Printer</b>	Alt+Shift+	M	
<b>Mark Citation</b>	Alt+Shift+	I	
<b>Mark Index Entry</b>	Alt+Shift+	X	
<b>Mark Table of Contents Entry</b>	Alt+Shift+	O	
<b>Menu Mode</b>		F10	
<b>Merge Field</b>	Alt+Shift+	F	
<b>Merge Revisions</b>			Tools
<b>Microsoft Script Editor</b>	Alt+Shift+	F11	
<b>Microsoft System Info</b>	Alt+Ctrl+	F1	
<b>Move Text</b>		F2	
<b>New</b>	Ctrl+	N	File
<b>New Window</b>			Window
<b>Next Field</b>		F11	
<b>Next Field</b>	Alt+	F1	
<b>Next Misspelling</b>	Alt+	F7	
<b>Next Object</b>	Alt+	Down	
<b>Next Window</b>	Ctrl+	F6	
<b>Next Window</b>	Alt+	F6	
<b>Normal</b>	Alt+Ctrl+	N	View
<b>Normal Style</b>	Ctrl+Shift+	N	
<b>Normal Style</b>	Alt+Shift+	Clear (Num 5)	
<b>Number</b>			Insert
<b>Object</b>			Insert
<b>Office Drawing</b>			Picture Menu
<b>Office On The Web</b>			Help
<b>Online Meeting</b>			Online Collaboration
<b>Open</b>	Ctrl+	O	
<b>Open</b>	Ctrl+	F12	
<b>Open</b>	Alt+Ctrl+	F2	
<b>Open or Close Up Para</b>	Ctrl+	0	
<b>Options</b>			Tools
<b>Other Pane</b>		F6	
<b>Other Pane</b>	Shift+	F6	
<b>Outline</b>	Alt+Ctrl+	O	

Command Name	Modifiers	Key	Menu
Outline Collapse	Alt+Shift+	-	
Outline Collapse	Alt+Shift+	Num -	
Outline Demote	Alt+Shift+	Right	
Outline Expand	Alt+Shift+	=	
Outline Expand	Alt+Shift+	Num +	
Outline Master			View
Outline Move Down	Alt+Shift+	Down	
Outline Move Up	Alt+Shift+	Up	
Outline Promote	Alt+Shift+	Left	
Outline Show First Line	Alt+Shift+	L	
Overtyp		Insert	
Page	Alt+Ctrl+	P	View
Page Break	Ctrl+	Return	
Page Down		Page Down	
Page Down Extend	Shift+	Page Down	
Page Field	Alt+Shift+	P	
Page Numbers			Insert
Page Up		Page Up	
Page Up Extend	Shift+	Page Up	
Para Down	Ctrl+	Down	
Para Down Extend	Ctrl+Shift+	Down	
Para Up	Ctrl+	Up	
Para Up Extend	Ctrl+Shift+	Up	
Paste	Ctrl+	V	
Paste	Shift+	Insert	
Paste As Hyperlink			Edit
Paste Format	Ctrl+Shift+	V	
Paste Special			Edit
Photo Editor Scan			Picture Menu
Post			Send To
Postcard Wizard			Tools
Present It			Send To
Prev Field	Shift+	F11	
Prev Field	Alt+Shift+	F1	
Prev Object	Alt+	Up	
Prev Window	Ctrl+Shift+	F6	
Prev Window	Alt+Shift+	F6	
Print	Ctrl+	P	
Print	Ctrl+Shift+	F12	
Print Preview	Ctrl+	F2	
Print Preview	Alt+Ctrl+	I	
Proofing		F7	
Properties			File
Protect Unprotect Document			Tools
Record Macro Toggle			Macro
Redo	Alt+Shift+	Backspace	
Redo or Repeat	Ctrl+	Y	Edit
Redo or Repeat		F4	Edit
Redo or Repeat	Alt+	Return	Edit
Repeat Find	Shift+	F4	
Repeat Find	Alt+Ctrl+	Y	
Replace	Ctrl+	H	Edit
Reset Char	Ctrl+	Space	
Reset Char	Ctrl+Shift+	Z	
Reset Para	Ctrl+	Q	
Revision Marks Toggle	Ctrl+Shift+	E	
Right Para	Ctrl+	R	
Routing Slip			Send To

Command Name	Modifiers	Key	Menu
Save	Ctrl+	S	
Save	Shift+	F12	
Save	Alt+Shift+	F2	
Save As		F12	File
Save As Web Page			File
Schedule Meeting			Online Collaboration
Select All	Ctrl+	A	Edit
Select All	Ctrl+	Clear (Num 5)	Edit
Select All	Ctrl+	Num 5	Edit
Select Cell			Toolbar 32778
Select Column			Toolbar 32778
Select Row			Toolbar 32778
Select Table	Alt+	Clear (Num 5)	Toolbar 32778
Send to Fax			Send To
Send to Online Meeting Participants			Send To
Show All	Ctrl+Shift+	8	
Show All Headings	Alt+Shift+	A	
Show All Headings	Alt+Shift+	A	
Show Heading1	Alt+Shift+	1	
Show Heading2	Alt+Shift+	2	
Show Heading3	Alt+Shift+	3	
Show Heading4	Alt+Shift+	4	
Show Heading5	Alt+Shift+	5	
Show Heading6	Alt+Shift+	6	
Show Heading7	Alt+Shift+	7	
Show Heading8	Alt+Shift+	8	
Show Heading9	Alt+Shift+	9	
Show Hide			Help
Shrink Font	Ctrl+Shift+	,	
Shrink Font One Point	Ctrl+	[	
Shrink Selection	Shift+	F8	
Small Caps	Ctrl+Shift+	K	
Sort			Table
Space Para1	Ctrl+	1	
Space Para15	Ctrl+	5	
Space Para2	Ctrl+	2	
Spike	Ctrl+Shift+	F3	
Spike	Ctrl+	F3	
Split			Table
Start of Column	Alt+	Page Up	
Start of Column	Alt+Shift+	Page Up	
Start of Doc Extend	Ctrl+Shift+	Home	
Start of Document	Ctrl+	Home	
Start of Line		Home	
Start of Line Extend	Shift+	Home	
Start of Row	Alt+	Home	
Start of Row	Alt+Shift+	Home	
Start of Window	Alt+Ctrl+	Page Up	
Start of Window Extend	Alt+Ctrl+Shift+	Page Up	
Style	Ctrl+Shift+	S	
Subscript	Ctrl+	=	
Superscript	Ctrl+Shift+	=	
Symbol Font	Ctrl+Shift+	Q	
Tabs			Format
Templates			Tools

Command Name	Modifiers	Key	Menu
<b>Theme</b>			Format
<b>Thesaurus</b>	Shift+	F7	Language
<b>Time Field</b>	Alt+Shift+	T	
<b>Toggle Field Display</b>	Shift+	F9	
<b>Toggle Master Subdocs</b>	Ctrl+	\	
<b>Tool</b>	Shift+	F1	
<b>Toolbars</b>			View
<b>Un Hang</b>	Ctrl+Shift+	T	
<b>Un Indent</b>	Ctrl+Shift+	M	
<b>Underline</b>	Ctrl+	U	
<b>Underline</b>	Ctrl+Shift+	U	
<b>Undo</b>	Ctrl+	Z	
<b>Undo</b>	Alt+	Backspace	
<b>Unlink Fields</b>	Ctrl+	6	
<b>Unlink Fields</b>	Ctrl+Shift+	F9	
<b>Unlock Fields</b>	Ctrl+	4	
<b>Unlock Fields</b>	Ctrl+Shift+	F11	
<b>Update Auto Format</b>	Alt+Ctrl+	U	
<b>Update Fields</b>		F9	
<b>Update Fields</b>	Alt+Shift+	U	
<b>Update Source</b>	Ctrl+Shift+	F7	
<b>VBCode</b>	Alt+	F11	
<b>Versions</b>			File
<b>Web</b>			View
<b>Web Go Back</b>	Alt+	Left	
<b>Web Go Forward</b>	Alt+	Right	
<b>Web Page Preview</b>			File
<b>Wizard</b>			Table
<b>Word Count</b>			Tools
<b>Word Left</b>	Ctrl+	Left	
<b>Word Left Extend</b>	Ctrl+Shift+	Left	
<b>Word Perfect Help</b>			Help
<b>Word Right</b>	Ctrl+	Right	
<b>Word Right Extend</b>	Ctrl+Shift+	Right	
<b>Word Underline</b>	Ctrl+Shift+	W	