

Microsoft Word Keyboard Shortcuts

Common Tasks in Microsoft Word

<i>To do this</i>	<i>Press</i>
Create a nonbreaking space.	CTRL+SHIFT+SPACEBAR
Create a nonbreaking hyphen.	CTRL+SHIFT+HYPHEN
Make letters bold.	CTRL+B
Make letters italic.	CTRL+I
Make letters underline.	CTRL+U
Decrease font size one value.	CTRL+SHIFT+<
Increase font size one value.	CTRL+SHIFT+>
Decrease font size 1 point.	CTRL+[
Increase font size 1 point.	CTRL+]
Remove paragraph or character formatting.	CTRL+SPACEBAR
Copy the selected text or object.	CTRL+C
Cut the selected text or object.	CTRL+X
Paste text or an object.	CTRL+V
Paste special	CTRL+ALT+V
Paste formatting only	CTRL+SHIFT+V
Undo the last action.	CTRL+Z
Redo the last action.	CTRL+Y or F4
Open the Word Count dialog box.	CTRL+SHIFT+G

Create, view, and save documents

<i>To do this</i>	<i>Press</i>
Create a new document.	CTRL+N
Open a document.	CTRL+O
Close a document.	CTRL+W
Split the document window.	ALT+CTRL+S
Remove the document window split.	ALT+SHIFT+C or ALT+CTRL+S
Save a document.	CTRL+S

Function key Shortcuts

<i>To do this</i>	<i>Press</i>
Get Help or visit Microsoft Office.com.	F1
Move text or graphics.	F2
Repeat the last action.	F4
Choose the Go To command (Home tab).	F5
Go to the next pane or frame.	F6
Choose the Spelling command (Review tab).	F7
Extend a selection.	F8
Update the selected fields.	F9
Show KeyTips.	F10
Go to the next field.	F11
Choose the Save As command.	F12
Start context-sensitive Help or reveal formatting.	SHIFT+F1
Copy text.	SHIFT+F2
Change the case of letters.	SHIFT+F3
Repeat a Find or Go To action.	SHIFT+F4
Move to the last change.	SHIFT+F5
Go to the previous pane or frame (after pressing F6).	SHIFT+F6
Choose the Thesaurus command (Review tab, Proofing group).	SHIFT+F7
Reduce the size of a selection.	SHIFT+F8
Switch between a field code and its result.	SHIFT+F9
Expand or collapse the Ribbon.	CTRL+F1
Choose the Print Preview command.	CTRL+F2
Cut to the Spike.	CTRL+F3
Close the window.	CTRL+F4
Go to the next window.	CTRL+F6
Insert an empty field.	CTRL+F9
Maximize the document window.	CTRL+F10
Lock a field.	CTRL+F11
Choose the Open command.	CTRL+F12
Insert the contents of the Spike.	CTRL+SHIFT+F3
Edit a bookmark.	CTRL+SHIFT+F5
Go to the previous window.	CTRL+SHIFT+F6

<i>To do this</i>	<i>Press</i>
Update linked information in a Word source document.	CTRL+SHIFT+F7
Extend a selection or block.	CTRL+SHIFT+F8, and then press an arrow key
Unlink a field.	CTRL+SHIFT+F9
Unlock a field.	CTRL+SHIFT+F11
Choose the Print command.	CTRL+SHIFT+F12
Go to the next field.	ALT+F1
Create a new Building Block.	ALT+F3
Exit Word 2010.	ALT+F4
Restore the program window size.	ALT+F5
Move from an open dialog box back to the document, for dialog boxes that support this behavior.	ALT+F6
Find the next misspelling or grammatical error.	ALT+F7
Run a macro.	ALT+F8
Switch between all field codes and their results.	ALT+F9
Display the Selection and Visibility task pane.	ALT+F10
Display Microsoft Visual Basic code.	ALT+F11
Go to the previous field.	ALT+SHIFT+F1
Choose the Save command.	ALT+SHIFT+F2
Display the Research task pane.	ALT+SHIFT+F7
Run GOTOBUTTON or MACROBUTTON from the field that displays the field results.	ALT+SHIFT+F9
Display a menu or message for an available action.	ALT+SHIFT+F10
Choose Table of Contents button in the Table of Contents container when the container is active.	ALT+SHIFT+F12
Display Microsoft System Information.	CTRL+ALT+F1
Choose the Open command.	CTRL+ALT+F2