Microsoft Word Keyboard Shortcuts

# Common Tasks in Microsoft Word

| To do this  | Press  |
| --- | --- |
| 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

| To do this  | Press  |
| --- | --- |
| 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

| To do this  | Press  |
| --- | --- |
| 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 |
| 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 |