Student's Name: Dates:

Microsoft Word Keyboard Commands

Open a Word Document

Command	Keystroke	+/-
Bring the focus to the taskbar	WinKey + T	
Cycle through the taskbar to the Microsoft Word app	← left or → right arrow keys	
Open Microsoft Word	spacebar	
Increase zoom percent	Alt + V then Z	
Open options	CTRL + O	
Navigate to the folder options to browse	→ right then ↓ down arrow	
Cycle through files to locate Shortcut Practice folder and requested file.	*find file related to current topic	
Open requested file	Enter	
Open a new/blank document	CTRL + N	

Move Around a Document

Command	Keystroke	+/-
Move one character to the right	→ right arrow	
Move one character to the left	← left arrow	
Move down one line	↓ down arrow	
Practice moving up one line	↑ up arrow	
Move one word to the right	CTRL + → right arrow	
Move one word to the left	CTRL + ← left arrow	
Move down one paragraph	CTRL + ↓ down arrow	
Move up one paragraph	CTRL + ↑ up arrow	
Go to the end of the current line	END	
Go to the beginning of the current line	HOME	
Go to the beginning of the document	CTRL + HOME	
Go to the end of the document	CTRL + END	
Top or bottom of the current window	CTRL + Alt + page up OR page down	
Move up or down one screen	page up/ page down	
previous or next browse object	CTRL + page up OR down	

Select Text

Command	Keystroke	+/-
Select all text	CTRL + A	
Select one character to the right at a time	SHIFT + → right arrow	
Select one character to the left at a time	SHIFT + ← left arrow	
Select one word to the right	CTRL + shift + → right arrow	
Select one word to the left	CTRL + shift + ← left arrow	
Select all words in a row to the right	CTRL + shift + ↓ down arrow	
Select all words in a row to the left	CTRL + shift + ↑ up arrow	
select from current position to beginning of line	shift + home	
select from current position to end of line	shift + end	

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Apply Character Formatting

Command	Keystroke	+/-
bold	CTRL + B	
italics	CTRL + I	
<u>underline</u>	CTRL + U	
underline word but not space between words	CTRL + shift + w	
<u>double underline</u>	CTRL + shift + D	
decrease the font size one preset size at a time	CTRL + shift + <	
increase the font size one preset size at a time	CTRL + shift + >	
decrease the font size one-point size at a time	CTRL + [	
increase the font size one-point size at a time	CTRL +]	
cycle through case formats	Shift + F3	
all selected letters uppercase	CTRL + Shift + A	
make all letters lowercase	CTRL + Shift + K	
change text to heading 1	CTRL + Alt + 1	
change text to heading 2	CTRL + Alt + 2	
change text to heading 3	CTRL + Alt + 3	
apply subscript formatting	CTRL + =	
apply superscript formatting	CTRL + shift + +	
copy character formatting of a selection	CTRL + shift + C	
paste formatting onto selected text	CTRL + shift + V	
removes all manual character formatting from a selection	CTRL + space	

Apply Paragraph Formatting

Command	Keystroke	+/-
Open a popup window for applying styles	CTRL + shift + S	
Center the paragraph	CTRL + E	
Left align the paragraph	CTRL + L	
Right align the paragraph	CTRL + R	
Justify a paragraph	CTRL + J	
Apply normal paragraph style	CTRL + Shift + N	
Set single spacing	CTRL + 1	
Set 1.5 line spacing	CTRL + 5	
Set double spacing	CTRL + 2	
Remove one line spacing preceding a paragraph	CTRL + 0	
Add bullets to a list	CTRL + Shift + L	
Indent the paragraph	CTRL + M	
Reduces a paragraph's indent 1 level each time you press it	CTRL + Shift + M	
Hanging indent	CTRL + T	
Reduces a hanging indent each time you press it	CTRL + Shift + T	

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Edit Text

Command	Keystroke	+/-
Delete one character to the left	Backspace	
Delete one word to the left using	CTRL + Backspace	
Delete one character to the right	Delete	
Delete one word to the right	CTRL + Delete	
Select a word and copy	CTRL + C	
Move to desired location and paste it	CTRL + V	
Select a word to cut	CTRL + X	

Navigate Font Dialog Box

Command	Keystroke	+/-
Open the font dialog box	CTRL + D	
Move to the next option or option group	TAB	
Move to the previous option or option group	SHIFT + TAB	
Switch to the next tab in a dialog box	CTRL + Tab	
Move between options in an open drop-down list	arrow keys	
Perform the action assigned to button, select or clear the check box	Spacebar	
Select an option	ALT+ letter underlined in option	
Open a selected drop-down list	ALT + ↓ down arrow	
Select an option from a drop-down list	first letter of option in a dropdown list	
Close the selected drop-down list, cancel a command and close a dialog box	ESC	
Run the selected command	Enter	

Document View

Command	Keystroke	+/-
Split window/remove split	CTRL + Alt + S	
Outline View	CTRL + Alt + O	
Draft View	CTRL + Alt + N	
Print preview view	CTRL + F2	

Insert Things

Command	Keystroke	+/-
Insert a line break	shift + enter	
Insert a page break	CTRL + enter	
Insert a column break	CTRL = shift + enter	
Insert a copyright symbol	CTRL + Alt + C	
Insert a registered trademark symbol	CTRL + Alt + T	
Insert a link	CTRL + K	

Working with Outlines

Command	Keystroke	+/-
Promote (move to left) or demote (move to right) a line	Alt + shift + → right arrow or ← left arrow	
demote an outline level to regular body text	CTRL+ shift + N	
Move the line with the insertion point up or down in the outline	Alt + shift + ↑ up arrow or ↓ down arrow	
Expand or collapse text under a heading	Alt + shift + +/-	
Expand or collapse all text or headings in an outline	Alt + shift + A	
Show the first line of body text or all body text	Alt + shift + L	
Show all headings that have the Heading 1 style applied	Alt + shift + 1	
Show all headings up to that level	Alt + shift + any other # key	

Working with Tables

Command	Keystroke	+/-
Move to next cell in row and select contents if any	Tab	
Move to the previous cell in a row and select its contents	Shift + tab	
Move to the first or last cell in a row	Alt + Home/End	
Move to the first or last cell in a column	Alt + Page Up/ Page Down	
Move to the previous or next row	up arrow ↑ or down arrow ↓	

Miscellaneous

Command	Keystroke	+/-
Open "Tell me what you want to do" box	Alt + Q	
Open Find box and replace box	CTRL + F	
Go To options	CTRL + G	
Replace option	CTRL + H	
Open print dialog box	CTRL + P	
Save	CTRL + S	
View/Hide non paragraph marks	CTRL + shift + *	
Close document	CTRL + W	
Open help	Fn + F1	
Save As	Fn + F12	
Open find & replace	Fn + F5	
Run spelling & grammar check	Fn + F7	
Open the thesaurus for selected word	Shift + F7	