

SHORT KEYS

1.

Summary

Change the font

Change the font size

Increase the font size

Decrease the font size

Increase the font size by 1-point

(Font command, Format menu)

Format letters as all capitals

Apply bold formatting

Underline words but not spaces

Double-underline text

Apply hidden text formatting

Apply italic formatting

Format letters as small capitals

Apply superscript formatting (automatic spacing)

Remove manual character formatting

Change the selection to Symbol font

Display nonprinting characters

Review text formatting

Copy formats

Paste formats

Single-space lines

Double-space lines

Set 1.5-line spacing

Center a paragraph

Justify a paragraph

Right align a paragraph

Reduce a hanging indent

Remove paragraph-formatting

Apply a style

Start AutoFormat

Apply the Normal style

Apply the Heading 1 style

Apply the Heading 2 style

Apply the Heading 3 style

Apply the List style

Create a new document

Open a document

Close a document

Split a document

Save a document

Quit Word

Repeat find

Comment, graphic, or other location

Browse a document

Undo an action

Switch to page layout view

Switch to outline view

Switch to normal view

Subdocuments

Delete one word to the right

Cut selected text to the Clipboard

Copy text or graphics

Paste the Spike contents

A field

A line breaks

Pages break

A column breaks

A no breaking hyphen

A no breaking space

The copyright symbol

The registered trademark symbol

The trademark symbol

An ellipsis

One character to the right

To the end of a word

To the beginning of a word

CTRL+SHIFT+F

CTRL+SHIFT+P

CTRL+SHIFT+>

CTRL+SHIFT+<

CTRL+]]

CTRL+D

CTRL+SHIFT+A

CTRL+B

CTRL+SHIFT+W

CTRL+SHIFT+D

CTRL+SHIFT+H

CTRL+I

CTRL+SHIFT+K

CTRL+SHIFT+PLUS SIGN

CTRL+SPACEBAR

CTRL+SHIFT+Q

CTRL+SHIFT+* (asterisk)

SHIFT+F1 (then click the text

CTRL+SHIFT+C

CTRL+SHIFT+V

CTRL+1

CTRL+2

CTRL+5

CTRL+E

CTRL+J

CTRL+R

CTRL+SHIFT+T

CTRL+Q

CTRL+SHIFT+S

ALT+CTRL+K

CTRL+SHIFT+N

ALT+CTRL+1

ALT+CTRL+2

ALT+CTRL+3

CTRL+SHIFT+L

CTRL+N

CTRL+O

CTRL+W

ALT+CTRL+S

CTRL+S

ALT+F4

ALT+CTRL+Y

ALT+CTRL+Z

ALT+CTRL+HOME

CTRL+Z

ALT+CTRL+P

ALT+CTRL+O

ALT+CTRL+N

CTRL+\

CTRL+DELETE

CTRL+X

CTRL+C

CTRL+SHIFT+F3

CTRL+F9

SHIFT+ENTER

CTRL+ENTER

CTRL+SHIFT+ENTER

CTRL+SHIFT+HYPHEN

CTRL+SHIFT+SPACEBAR

ALT+CTRL+C

ALT+CTRL+R

ALT+CTRL+T

ALT+CTRL+ period

SHIFT+RIGHT ARROW

CTRL+SHIFT+RIGHT ARROW

CTRL+SHIFT+LEFT ARROW

One line down	SHIFT+DOWN ARROW
One line up	SHIFT+UP ARROW
To the end of a paragraph	CTRL+SHIFT+DOWN ARROW
To the beginning of a paragraph	CTRL+SHIFT+UP ARROW
One screen down	SHIFT+PAGE DOWN
One screen up	SHIFT+PAGE UP
To the end of a window	ALT+CTRL+PAGE DOWN
To the beginning of a document	CTRL+SHIFT+HOME
	Keys; press ESC to cancel selection mode
Select the next cell's contents	TAB
Select the preceding cell's contents	SHIFT+TAB
	Down SHIFT and press the UP ARROW or DOWN ARROW key repeatedly
Extend a selection (or block) keys:	CTRL+SHIFT+F8, and then use the arrow
Reduce the selection size	SHIFT+F8
Select the nearest character	F8, and then press LEFT ARROW or
RIGHT ARROW	RIGHT ARROW
One character to the right	CTRL+LEFT ARROW
One word to the left	CTRL+RIGHT ARROW
One word to the right	CTRL+UP ARROW
One paragraph up	CTRL+DOWN ARROW
One paragraph down	ALT+CTRL+PAGE UP
To the top of the window	ALT+CTRL+PAGE DOWN
To the end of the window	CTRL+PAGE UP
To the top of the previous page	SHIFT+TAB
Previous cell in a row	UP ARROW
Previous row	CTRL+TAB
Tab characters in a cell	Press
To	ALT+CTRL+M
Insert a comment	CTRL+SHIFT+E
Turn revision marks on or off	ALT+SHIFT+K
Preview a mail merge	ALT+SHIFT+N
Merge a document	ALT+SHIFT+M
Print the merged document	ALT+SHIFT+E
Edit a mail-merge data document	ALT+SHIFT+F
Insert a merge field	CTRL+P
Print a document	ALT+CTRL+I
Switch to Print Preview	ALT+SHIFT+D
A DATE field	ALT+CTRL+L
A LISTNUM field	ALT+SHIFT+P
A PAGE field	ALT+SHIFT+T
A TIME field	CTRL+F9
An empty field	CTRL+SHIFT+F7
Update linked information in a Word source document	CTRL+SHIFT+F9
Unlink a field	SHIFT+F11
Go to the previous field	
03	
Lock a field	CTRL+F11
Unlock a field	CTRL+SHIFT+F11
Promote a paragraph	ALT+SHIFT+LEFT ARROW
Demote a paragraph	ALT+SHIFT+RIGHT ARROW
Demote to body text	CTRL+SHIFT+N
Move selected paragraphs up	ALT+SHIFT+UP ARROW
Move selected paragraphs down	ALT+SHIFT+DOWN ARROW
Expand text under a heading	ALT+SHIFT+PLUS SIGN
Collapse text under a heading	ALT+SHIFT+MINUS SIGN
Show the shortcut menu	SHIFT+F10
Select the next or previous command on the menu or submenu (with the menu or submenu displayed)	DOWN ARROW or UP ARROW (with
Press ALT to select the menu bar. Select the next or previous toolbar	CTRL+TAB or
CTRL+SHIFT+TAB	
Enter text in a text box	ENTER (when the text box is selected)
Switch to the previous program	ALT+SHIFT+TAB
Show the Windows Start menu	CTRL+ESC
Close the active document window	CTRL+W
Restore the active document window	CTRL+F5
Switch to the next document window	CTRL+F6
Switch to the previous document window	CTRL+SHIFT+F6
Carry out the Move command (document icon menu, menu bar)	CTRL+F7

Carry out the Size command (document icon menu, menu bar)	CTRL+F8
Minimize the document window	CTRL+F9
Maximize the document window	CTRL+F10
Select a folder in the Open or Save As dialog box (File menu)	ALT+0 to select the folder list; arrow keys to select a folder
Switch to the next tab in a dialog box	CTRL+TAB or CTRL+PAGE DOWN
Switch to the previous tab in a dialog box	CTRL+SHIFT+TAB or CTRL+PAGE UP
Open a drop-down list box	ALT+DOWN ARROW (when a drop-down list box is selected)
Move one word to the left or right	CTRL+LEFT ARROW or CTRL+RIGHT ARROW
Select or unselect one character to the right	SHIFT+RIGHT ARROW
Select or unselect one word to the left	CTRL+SHIFT+LEFT ARROW
Select or unselect one word to the right	CTRL+SHIFT+RIGHT ARROW
Mark a table of contents entry	ALT+SHIFT+O
Mark an index entry	ALT+SHIFT+X
Insert a footnote	ALT+CTRL+F
Insert an endnote	ALT+CTRL+E
Insert a hyperlink	CTRL+K
Go back one page	ALT+LEFT ARROW
Go forward one page	ALT+RIGHT ARROW
Function keys	
SHIFT	
CTRL	CTRL+SHIFT
ALT	
ALT+SHIFT	
CTRL+ALT	
(File menu)	Open command
(File menu)	
F12	Save As command (File menu)
command (File menu)	Save
(File menu)	Open command (File menu)
Change the font	Print command
Change the font size	
Increase the font size	CTRL+SHIFT+F
Decrease the font size	CTRL+SHIFT+P
	CTRL+SHIFT+>
	CTRL+SHIFT+<
04	
Increase the font size by 1-point	CTRL+]]
Decrease the font size by 1-point	CTRL+[[
Change the formatting of characters (Font command, Format menu)	
Change the case of letters	CTRL+D
Format letters as all capitals	SHIFT+F3
Apply bold formatting	CTRL+SHIFT+A
Apply an underline	CTRL+B
Underline words but not spaces	CTRL+U
Double-underline text	CTRL+SHIFT+W
Apply hidden text formatting	CTRL+SHIFT+D
Apply italic formatting	CTRL+SHIFT+H
Format letters as small capitals	CTRL+I
Apply subscript formatting (automatic spacing)	CTRL+SHIFT+K
Apply superscript formatting (automatic spacing)	CTRL+EQUAL SIGN
Remove manual character formatting	CTRL+SHIFT+PLUS SIGN
Change the selection to Symbol font	CTRL+SPACEBAR
Display nonprinting characters	CTRL+SHIFT+Q
Review text formatting	CTRL+SHIFT+* (asterisk)
	SHIFT+F1 (then click the text Whose formatting you want to review)
Copy formats	CTRL+SHIFT+C
Paste formats	CTRL+SHIFT+V
FORMAT PARAGRAPHS	
Single-space lines	CTRL+1
Double-space lines	CTRL+2
Set 1.5-line spacing	CTRL+5
Add or remove one line space preceding a paragraph	CTRL+0 (zero)
Center a paragraph	CTRL+E
Justify a paragraph	CTRL+J
Left align a paragraph	CTRL+L
Right align a paragraph	CTRL+R
Indent a paragraph from the left	CTRL+M
Remove a paragraph indent from the left	CTRL+SHIFT+M

[Create a hanging indent](#)
[Reduce a hanging indent](#)
[Remove paragraph-formatting](#)
[Apply a style](#)
[Start AutoFormat](#)
[Apply the Normal style](#)
[Apply the Heading 1 style](#)
[Apply the Heading 2 style](#)
[Apply the Heading 3 style](#)
[Apply the List style](#)
[Create a new document](#)
[Open a document](#)
[Close a document](#)
[Split a document](#)
[Save a document](#)
[Quit Word](#)
[Find text, formatting, and special items](#)
[Repeat find](#)
[Replace text, specific formatting, and special items](#)
[Go to a page, bookmark, footnote, table, comment, graphic, or other location](#)
[Go back to a page, bookmark, footnote, table, comment, graphic, or other location](#)
[Browse a document](#)

[05](#)

[Cancel an action](#)

[Undo an action](#)

[05](#)

[Redo or repeat an action](#)

[Switch to page layout view](#)

[Switch to outline view](#)

[Switch to normal view](#)

[Move between a master document and its subdocuments](#)

[Delete one character to the left](#)

[Delete one word to the left](#)

[Delete one character to the right](#)

[Delete one word to the right](#)

[Cut selected text to the Clipboard](#)

[Undo the last action](#)

[Cut to the Spike](#)

[Copy text or graphics](#)

[Move text or graphics](#)

[press](#)

[Create AutoText](#)

[Paste the Clipboard contents](#)

[Paste the Spike contents](#)

[A field](#)

[A line break](#)

[A page break](#)

[A column break](#)

[An optional hyphen](#)

[A nonbreaking hyphen](#)

[A nonbreaking space](#)

[The copyright symbol](#)

[The registered trademark symbol](#)

[The trademark symbol](#)

[An ellipsis](#)

[To extend a selection](#)

[One character to the right](#)

[One character to the left](#)

[To the end of a word](#)

[To the beginning of a word](#)

[To the end of a line](#)

[To the beginning of a line](#)

[One line down](#)

[One line up](#)

[To the end of a paragraph](#)

[To the beginning of a paragraph](#)

[CTRL+T](#)

[CTRL+SHIFT+T](#)

[CTRL+Q](#)

[CTRL+SHIFT+S](#)

[ALT+CTRL+K](#)

[CTRL+SHIFT+N](#)

[ALT+CTRL+1](#)

[ALT+CTRL+2](#)

[ALT+CTRL+3](#)

[CTRL+SHIFT+L](#)

[CTRL+N](#)

[CTRL+O](#)

[CTRL+W](#)

[ALT+CTRL+S](#)

[CTRL+S](#)

[ALT+F4](#)

[CTRL+F](#)

[ALT+CTRL+Y](#)

[CTRL+H](#)

[CTRL+G](#)

[ALT+CTRL+Z](#)

[ALT+CTRL+HOME](#)

[ESC](#)

[CTRL+Z](#)

[CTRL+Y](#)

[ALT+CTRL+P](#)

[ALT+CTRL+O](#)

[ALT+CTRL+N](#)

[CTRL+\)](#)

[BACKSPACE](#)

[CTRL+BACKSPACE](#)

[DELETE](#)

[CTRL+DELETE](#)

[CTRL+X](#)

[CTRL+Z](#)

[CTRL+F3](#)

[CTRL+C](#)

[F2 \(then move the insertion point and](#)

[ENTER\)](#)

[ALT+F3](#)

[CTRL+V](#)

[CTRL+SHIFT+F3](#)

[CTRL+F9](#)

[SHIFT+ENTER](#)

[CTRL+ENTER](#)

[CTRL+SHIFT+ENTER](#)

[CTRL+HYPHEN](#)

[CTRL+SHIFT+HYPHEN](#)

[CTRL+SHIFT+SPACEBAR](#)

[ALT+CTRL+C](#)

[ALT+CTRL+R](#)

[ALT+CTRL+T](#)

[ALT+CTRL+period](#)

[Press](#)

[SHIFT+RIGHT ARROW](#)

[SHIFT+LEFT ARROW](#)

[CTRL+SHIFT+RIGHT ARROW](#)

[CTRL+SHIFT+LEFT ARROW](#)

[SHIFT+END](#)

[SHIFT+HOME](#)

[SHIFT+DOWN ARROW](#)

[SHIFT+UP ARROW](#)

[CTRL+SHIFT+DOWN ARROW](#)

[CTRL+SHIFT+UP ARROW](#)

[One screen down](#)
[One screen up](#)
[To the end of a window](#)
[To the beginning of a document](#)
[To include the entire document](#)
[To a vertical block of text](#)

[To a specific location in a document selection mode](#)

[i\)\(1\)\(a\)\(i\)](#)

[Tip If you know the key combination to move the insertion point, you can select the text by using the same key combination while holding down SHIFT. For example, CTRL+RIGHT ARROW moves the insertion point to the next word, and CTRL+SHIFT+RIGHT ARROW selects the text from the insertion point to the beginning of the next word.](#)

[Select the next cell's contents](#)

[06](#)

[Select the preceding cell's contents](#)
[Extend a selection to adjacent cells repeatedly](#)
[Select a column](#)

[Extend a selection \(or block\) keys:](#)

[Reduce the selection size](#)
[Select an entire table](#)

[Extend a selection](#)

[Turn extend mode on](#)
[Select the nearest character](#)
[RIGHT ARROW](#)
[Increase the size of a selection](#)

[Reduce the size of a selection](#)
[Turn extend mode off](#)

[Move the insertion point](#)

[One character to the left](#)
[One character to the right](#)
[One word to the left](#)
[One word to the right](#)
[One paragraph up](#)
[One paragraph down](#)
[One cell to the left \(in a table\)](#)
[One cell to the right \(in a table\)](#)
[Up one line](#)
[Down one line](#)
[To the end of a line](#)
[To the beginning of a line](#)
[To the top of the window](#)
[To the end of the window](#)
[Up one screen \(scrolling\)](#)
[Down one screen \(scrolling\)](#)
[To the top of the next page](#)
[To the top of the previous page](#)
[To the end of a document](#)
[To the beginning of a document](#)
[To a previous revision](#)
[To the location of the insertion point when the document was last closed](#)
[Move around in a table](#)
[Next cell in a row](#)
[Previous cell in a row](#)
[First cell in a row](#)
[Last cell in a row](#)

[SHIFT+PAGE DOWN](#)
[SHIFT+PAGE UP](#)
[ALT+CTRL+PAGE DOWN](#)
[CTRL+SHIFT+HOME](#)
[CTRL+A](#)
[CTRL+SHIFT+F8, and then use the arrow](#)
[Keys: press ESC to cancel selection mode](#)
[F8+arrow keys: press ESC to cancel](#)

[TAB](#)

[SHIFT TAB](#)

[Hold down SHIFT and press an arrow key](#)

[Click in the column's top or bottom cell. Hold Down SHIFT and press the UP ARROW or DOWN ARROW key repeatedly](#)
[CTRL+SHIFT+F8, and then use the arrow](#)

[Press ESC to cancel selection mode](#)
[SHIFT+F8](#)
[ALT+5 on the numeric keypad](#)
[\(With NUM LOCK off\)](#)

[F8](#)

[F8, and then press LEFT ARROW or](#)

[F8 \(press once to select a word twice to select a sentence, and so forth\)](#)
[SHIFT+F8](#)
[ESC](#)

[LEFT ARROW](#)
[RIGHT ARROW](#)
[CTRL+LEFT ARROW](#)
[CTRL+RIGHT ARROW](#)
[CTRL+UP ARROW](#)
[CTRL+DOWN ARROW](#)
[SHIFT+TAB](#)
[TAB](#)
[UP ARROW](#)
[DOWN ARROW](#)
[END](#)
[HOME](#)
[ALT+CTRL+PAGE UP](#)
[ALT+CTRL+PAGE DOWN](#)
[PAGE UP](#)
[PAGE DOWN](#)
[CTRL+PAGE DOWN](#)
[CTRL+PAGE UP](#)
[CTRL+END](#)
[CTRL+HOME](#)
[SHIFT+F5](#)

[TAB](#)

[SHIFT+TAB](#)
[ALT+HOME](#)
[ALT+END](#)

First cell in a column	ALT+PAGE UP
Last cell in a column	ALT+PAGE DOWN
Previous row	UP ARROW
Next row	DOWN ARROW
Insert paragraphs and tab characters in a table	
New paragraphs in a cell	ENTER
Tab characters in a cell	CTRL+TAB
Link to the Web or other sources	
Keys for reviewing documents	
To	Press
Insert a comment	ALT+CTRL+M
Turn revision marks on or off	CTRL+SHIFT+E
Go to the beginning of a comment	CTRL+HOME
Go to the end of a comment	CTRL+END
Link to the Web or other sources	
Keys for performing a mail merge	
While using the Mail Merge command, to	
Preview a mail merge	Press
Merge a document	ALT+SHIFT+K
Print the merged document	ALT+SHIFT+N
Edit a mail-merge data document	ALT+SHIFT+M
Insert a merge field	ALT+SHIFT+E
Link to the Web or other sources	ALT+SHIFT+F
Keys for printing and previewing documents	
To	Press
Print a document	CTRL+P
Switch to Print Preview	ALT+CTRL+I
Move around the preview page when zoomed in	Arrow keys
Move by one preview page when zoomed out	PAGE UP or PAGE DOWN
Move to the first preview page when zoomed out	CTRL+HOME
Move to the last preview page when zoomed out	CTRL+END
Link to the Web or other sources	
Keys for working with fields	
To insert	Press
A DATE field	ALT+SHIFT+D
A LISTNUM field	ALT+CTRL+L
A PAGE field	ALT+SHIFT+P
A TIME field	ALT+SHIFT+T
An empty field	CTRL+F9
To	Press
Update linked information in a Word source document	CTRL+SHIFT+F7
Update selected fields	F9
Unlink a field	CTRL+SHIFT+F9
Switch between a field code and its result	SHIFT+F9
Switch between all field codes and their results	ALT+F9
Run a GOTOBUTTON or MACROBUTTON from the field that displays the field results	ALT+SHIFT+F9
Go to the next field	F11
Go to the previous field	SHIFT+F11
Lock a field	CTRL+F11
Unlock a field	CTRL+SHIFT+F11
Link to the Web or other sources	
Keys for working with a document outline	
Promote a paragraph	ALT+SHIFT+LEFT ARROW
Demote a paragraph	ALT+SHIFT+RIGHT ARROW
Demote to body text	CTRL+SHIFT+N
Move selected paragraphs up	ALT+SHIFT+UP ARROW
Move selected paragraphs down	ALT+SHIFT+DOWN ARROW
Expand text under a heading	ALT+SHIFT+PLUS SIGN
Collapse text under a heading	ALT+SHIFT+MINUS SIGN
Expand or collapse all text or headings	ALT+SHIFT+A or the asterisk (*) key on the
numeric keypad	the slash (/) key on the numeric keypad
Hide or display character formatting	ALT+SHIFT+L
Show the first line of body text or all body text	ALT+SHIFT+1
Show all headings with the Heading 1 style	ALT+SHIFT+n
Show all headings up to heading n	
Link to the Web or other sources	
Keys for menus	
Show the shortcut menu	SHIFT+F10
Make the menu bar active	F10
Show the program icon menu (on the program title bar)	ALT+SPACEBAR

[Select the next or previous command on the menu or submenu](#) [DOWN ARROW](#) or [UP ARROW](#) (with the menu or submenu displayed)

[Select the menu to the left or right; or, with a submenu visible, switch between the main menu and the submenu](#) [LEFT ARROW](#) or [RIGHT ARROW](#)

[Select the first or last command on the menu or submenu](#) [HOME](#) or [END](#)

[Close the visible menu and submenu at the same time](#) [ALT](#)

[Close the visible menu; or, with a submenu visible, close the submenu only](#) [ESC](#)

Tip You can select any menu command on the menu bar or on a visible toolbar with the keyboard. Press [ALT](#) to select the menu bar. (To then select a toolbar, press [CTRL+TAB](#); repeat until the toolbar you want is selected.) Press the letter that is underlined in the menu name that contains the command you want. In the menu that appears, press the letter underlined in the command name that you want.

[Link to the Web or other sources](#)

[Keys for toolbars](#)

[Make the menu bar active](#) [F10](#)

[Select the next or previous toolbar](#) [CTRL+TAB](#) or [CTRL+SHIFT+TAB](#)

[Select the next or previous button or menu on the toolbar \(when a toolbar is active\)](#) [TAB](#) or [SHIFT+TAB](#) (when a toolbar is active)

[Open the menu \(when a menu on a toolbar is selected\)](#) [ENTER](#) (when a menu on a toolbar is selected)

[Perform the action assigned to a button \(when a button is selected\)](#) [ENTER](#) (when a button is selected)

[Enter text in a text box \(when the text box is selected\)](#) [ENTER](#) (when the text box is selected)

[Select an option from a drop-down list box or from a drop-down menu on a button \(when a drop-down list box is selected\)](#) [Arrow keys](#) to move through options in the list or menu; [ENTER](#) to select the option you want (when a drop-down list box is selected)

[Link to the Web or other sources](#)

[Keys for windows and dialog boxes](#)

[Switch to the next program](#) [ALT+TAB](#)

[Switch to the previous program](#) [ALT+SHIFT+TAB](#)

[Show the Windows Start menu](#) [CTRL+ESC](#)

[Close the active document window](#) [CTRL+W](#)

[Restore the active document window](#) [CTRL+F5](#)

[Switch to the next document window](#) [CTRL+F6](#)

[Switch to the previous document window](#) [CTRL+SHIFT+F6](#)

[Carry out the Move command \(document icon menu, menu bar\)](#) [CTRL+F7](#)

[Carry out the Size command \(document icon menu, menu bar\)](#) [CTRL+F8](#)

[Minimize the document window](#) [CTRL+F9](#)

[Maximize the document window](#) [CTRL+F10](#)

[Select a folder in the Open or Save As dialog box \(File menu\) \(ALT+0 to select the folder list; arrow keys to select a folder\)](#) [ALT+0](#) to select the folder list; [arrow keys](#) to select a folder

[Choose a toolbar button in the Open or Save As dialog box \(File menu\) \(ALT+ number \(1 is the leftmost button, 2 is the next, and so on\)\)](#) [ALT+](#) number (1 is the leftmost button, 2 is the next, and so on)

[Update the files visible in the Open or Save As dialog box \(File menu\)](#) [F5](#)

[Switch to the next tab in a dialog box](#) [CTRL+TAB](#) or [CTRL+PAGE DOWN](#)

[Switch to the previous tab in a dialog box](#) [CTRL+SHIFT+TAB](#) or [CTRL+PAGE UP](#)

[Move to the next option or option group](#) [TAB](#)

[Move to the previous option or option group](#) [SHIFT+TAB](#)

[Move between options in the selected drop-down list box or between some options in a group of options](#) [Arrow keys](#)

[Perform the action assigned to the selected button; select or clear the check box](#) [SPACEBAR](#)

[Move to the option by the first letter in the option name in a drop-down list box \(Letter key for the first letter in the option name you want \(when a drop-down list box is selected\)\)](#) [Letter key for the first letter in the option name you want \(when a drop-down list box is selected\)](#)

[Select the option or select or clear the check box by the letter underlined in the option name](#) [ALT+](#) letter key

[Open a drop-down list box \(when a drop-down list box is selected\)](#) [ALT+DOWN ARROW](#) (when a drop-down list box is selected)

[Close a drop-down list box \(when a drop-down list box is selected\)](#) [ESC](#) (when a drop-down list box is selected)

[Perform the action assigned to the default button in the dialog box](#) [ENTER](#)

[Cancel the command and close the dialog box](#) [ESC](#)

[Move to the beginning of the entry](#) [HOME](#)

[Move to the end of the entry](#) [END](#)

[Move one character to the left or right](#) [LEFT ARROW](#) or [RIGHT ARROW](#)

[Move one word to the left or right](#) [CTRL+LEFT ARROW](#) or [CTRL+RIGHT ARROW](#)

[Select from the insertion point to the beginning of the entry](#) [SHIFT+HOME](#)

[Select from the insertion point to the end of the entry](#) [SHIFT+END](#)

[Select or unselect one character to the left](#) [SHIFT+LEFT ARROW](#)

[Select or unselect one character to the right](#) [SHIFT+RIGHT ARROW](#)

[Select or unselect one word to the left](#) [CTRL+SHIFT+LEFT ARROW](#)

[Select or unselect one word to the right](#) [CTRL+SHIFT+RIGHT ARROW](#)

[Link to the Web or other sources](#)

[Keys for working with cross-references, footnotes, and endnotes](#)

[Mark a table of contents entry](#)
[Mark a table of authorities entry](#)
[Mark an index entry](#)
[Insert a footnote](#)
[Insert an endnote](#)
[Link to the Web or other sources](#)
[Keys for working with Web pages](#)

[To](#)
[Insert a hyperlink](#)
[Go back one page](#)
[Go forward one page](#)
[Refresh](#)

[Link to the Web or other sources](#)
[Function keys](#)

[To print this table, click the Maximize button at the upper right of the Help window. Click Options, and then click Print Topic. Click Properties in the Print dialog box, click Landscape, and then click OK.](#)

[SHIFT](#)
[CTRL](#)
[ALT](#)
[ALT+SHIFT](#)
[CTRL+ALT](#)
[F1](#)

[field](#)
[F2](#)
[Preview command \(File menu\)](#)
[\(File menu\)](#)
[\(File menu\)](#)

[F3](#)
[case of letters](#)
[the Spike](#)
[F4](#)
[or Go To action](#)

[F5](#)
[a previous revision](#)
[bookmark](#)
[F6](#)
[pane](#)
[previous window](#)
[F7](#)

[command \(Control menu\)](#)
[document](#)
[Checking enabled\)](#)
[F8](#)

[F9](#)
[between a field code and its result](#)
[between all field codes and their results](#)
[from the field that displays the field results](#)

[F10](#)
[shortcut menu](#)
[the ruler](#)
[F11](#)

[field](#)
[Basic code](#)
[F12](#)
[command \(File menu\)](#)
[\(File menu\)](#)

[Link to the Web or other sources](#)

[ALT+SHIFT+O](#)
[ALT+SHIFT+I](#)
[ALT+SHIFT+X](#)
[ALT+CTRL+F](#)
[ALT+CTRL+E](#)

[Press](#)
[CTRL+K](#)
[ALT+LEFT ARROW](#)
[ALT+RIGHT ARROW](#)
[F9](#)

[Function key](#)

[CTRL+SHIFT](#)

[Get online Help or the Office Assistant](#)
[Context sensitive Help or reveal formatting](#)
[Go to next field](#) [Go to previous](#)
[Display Microsoft System Information](#)
[Move text or graphics](#)[Copy text](#) [Print](#)
[Save command](#)

[Open command](#)

[Insert an AutoText entry](#) [Change the](#)
[Cut to the Spike](#) [Insert the contents of](#)
[Create an AutoText entry](#)
[Repeat the last action](#) [Repeat a Find](#)
[Close the window](#) [Quit Word](#)
[Quit Word](#)

[Go To command \(Edit menu\)](#) [Move to](#)
[Restore the document window size](#) [Edit a](#)
[Restore the program window size](#)
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[Extend a selection](#) [Shrink a selection](#)
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