

200 Essential Microsoft Word Keyboard Shortcuts

A Comprehensive Productivity Guide

1. Basic File Operations

- **Ctrl + N:** Create a new document
- **Ctrl + O:** Open an existing document
- **Ctrl + S:** Save the current document
- **F12:** Save As
- **Ctrl + P:** Print the document
- **Ctrl + W:** Close the current document
- **Ctrl + Z:** Undo the last action
- **Ctrl + Y:** Redo the last action
- **Esc:** Cancel a command or close a dialog box
- **Ctrl + F1:** Show or hide the ribbon
- **Alt + F4:** Close Word
- **Ctrl + F12:** Open (same as Ctrl + O)
- **Shift + F12:** Save (same as Ctrl + S)
- **Ctrl + Shift + F12:** Print (same as Ctrl + P)

2. Navigation & Selection

- **Ctrl + F:** Open the Navigation pane (Find)
- **Ctrl + H:** Open Replace tab
- **Ctrl + G:** Open Go To tab
- **Ctrl + Home:** Move to the beginning of the document
- **Ctrl + End:** Move to the end of the document
- **Ctrl + Left Arrow:** Move one word to the left
- **Ctrl + Right Arrow:** Move one word to the right
- **Ctrl + Up Arrow:** Move up one paragraph
- **Ctrl + Down Arrow:** Move down one paragraph
- **Page Up:** Move up one screen
- **Page Down:** Move down one screen

- **Ctrl + Page Up:** Move to the top of the previous page
- **Ctrl + Page Down:** Move to the top of the next page
- **Ctrl + A:** Select the entire document
- **Shift + Arrow Keys:** Select text character by character
- **Ctrl + Shift + Arrow Keys:** Select text word by word
- **Shift + Home:** Select from cursor to beginning of line
- **Shift + End:** Select from cursor to end of line
- **Ctrl + Shift + Home:** Select from cursor to beginning of document
- **Ctrl + Shift + End:** Select from cursor to end of document
- **F8:** Turn on Extend Selection mode
- **Alt + Ctrl + S:** Split the document window
- **Alt + Shift + C:** Remove the document window split
- **Shift + F5:** Move to the last change made
- **Alt + Ctrl + Z:** Switch between the last four places you made changes
- **Home:** Move to the beginning of the current line
- **End:** Move to the end of the current line
- **Alt + Ctrl + Page Up:** Move to the top of the current window
- **Alt + Ctrl + Page Down:** Move to the bottom of the current window

3. Editing & Clipboard

- **Ctrl + C:** Copy selected text or object
- **Ctrl + X:** Cut selected text or object
- **Ctrl + V:** Paste
- **Ctrl + Alt + V:** Paste Special
- **Ctrl + Shift + C:** Copy formatting only
- **Ctrl + Shift + V:** Paste formatting only
- **Delete:** Delete one character to the right
- **Backspace:** Delete one character to the left
- **Ctrl + Delete:** Delete one word to the right
- **Ctrl + Backspace:** Delete one word to the left
- **Shift + F3:** Change case
- **Ctrl + K:** Insert a hyperlink

- **Alt + Shift + D**: Insert the current date
- **Alt + Shift + T**: Insert the current time
- **Ctrl + F3**: Cut to the Spike
- **Ctrl + Shift + F3**: Paste the contents of the Spike
- **Alt + F3**: Create an AutoText entry
- **F3**: Expand an AutoText entry
- **Enter**: Insert a new paragraph
- **Shift + Enter**: Insert a line break

4. Character Formatting

- **Ctrl + B**: Apply/Remove Bold
- **Ctrl + I**: Apply/Remove Italic
- **Ctrl + U**: Apply/Remove Underline
- **Ctrl + Shift + D**: Double underline
- **Ctrl + Shift + W**: Underline words only
- **Ctrl + Shift + H**: Apply Hidden text formatting
- **Ctrl + [**: Decrease font size by 1 point
- **Ctrl +]**: Increase font size by 1 point
- **Ctrl + Shift + <**: Decrease font size (standard)
- **Ctrl + Shift + >**: Increase font size (standard)
- **Ctrl + Spacebar**: Remove all manual character formatting
- **Ctrl + D**: Open the Font dialog box
- **Ctrl + Shift + A**: Format all letters as capitals
- **Ctrl + Shift + K**: Format letters as small capitals
- **Ctrl + Equals (=)**: Apply Subscript
- **Ctrl + Shift + Plus (+)**: Apply Superscript
- **Ctrl + Shift + F**: Change the font
- **Ctrl + Shift + P**: Change the font size
- **Ctrl + Shift + S**: Apply a style
- **Alt + Ctrl + K**: Start AutoFormat
- **Ctrl + Shift + Q**: Change text to Symbol font

5. Paragraph Formatting

- **Ctrl + L**: Left align paragraph
- **Ctrl + E**: Center align paragraph
- **Ctrl + R**: Right align paragraph
- **Ctrl + J**: Justify paragraph
- **Ctrl + M**: Increase paragraph indent
- **Ctrl + Shift + M**: Decrease paragraph indent
- **Ctrl + T**: Create a hanging indent
- **Ctrl + Shift + T**: Reduce a hanging indent
- **Ctrl + Q**: Remove all paragraph formatting
- **Ctrl + 1**: Set single-spacing
- **Ctrl + 2**: Set double-spacing
- **Ctrl + 5**: Set 1.5-line spacing
- **Ctrl + 0**: Add/Remove space above the paragraph
- **Ctrl + Alt + 1**: Apply Heading 1 style
- **Ctrl + Alt + 2**: Apply Heading 2 style
- **Ctrl + Alt + 3**: Apply Heading 3 style
- **Ctrl + Shift + L**: Apply the List style
- **Ctrl + Shift + N**: Apply Normal style
- **Alt + Shift + Right Arrow**: Demote a paragraph
- **Alt + Shift + Left Arrow**: Promote a paragraph

6. Inserting Breaks & References

- **Ctrl + Enter**: Insert a Page Break
- **Ctrl + Shift + Enter**: Insert a Column Break
- **Alt + Ctrl + F**: Insert a Footnote
- **Alt + Ctrl + D**: Insert an Endnote
- **Ctrl + Shift + Spacebar**: Insert a non-breaking space
- **Ctrl + Hyphen (-)**: Insert a non-breaking hyphen
- **Alt + Shift + O**: Mark a Table of Contents entry
- **Alt + Shift + X**: Mark an Index entry

- **Alt + Shift + I:** Mark a Citation
- **Ctrl + Alt + C:** Insert Copyright ©
- **Ctrl + Alt + R:** Insert Registered Trademark ®
- **Ctrl + Alt + T:** Insert Trademark ™
- **Ctrl + Alt + Period:** Insert an ellipsis (...)

7. Working with Tables

- **Tab:** Move to the next cell
- **Shift + Tab:** Move to the previous cell
- **Alt + Home:** Move to the first cell in a row
- **Alt + End:** Move to the last cell in a row
- **Alt + Page Up:** Move to the first cell in a column
- **Alt + Page Down:** Move to the last cell in a column
- **Alt + Shift + Up Arrow:** Move a row up
- **Alt + Shift + Down Arrow:** Move a row down
- **Ctrl + Shift + Enter:** Split a table
- **Alt + 5 (Numpad):** Select the entire table

8. Reviewing & Views

- **F7:** Spelling and Grammar check
- **Shift + F7:** Open the Thesaurus
- **Alt + Ctrl + M:** Insert a Comment
- **Alt + Ctrl + N:** Switch to Normal/Draft view
- **Alt + Ctrl + P:** Switch to Print Layout view
- **Alt + Ctrl + O:** Switch to Outline view
- **Alt + Ctrl + L:** Switch to Web Layout view
- **Alt + R, P:** Open Reviewing Pane
- **Ctrl + Alt + V:** Print Preview Edit Mode
- **Alt + F10:** Maximize the Word window
- **Alt + F5:** Restore the Word window size

9. Fields and Formulas

- **Alt + Shift + F9**: Run Check It or GOTOBUTTON
- **F9**: Update selected fields
- **Ctrl + F9**: Insert empty field braces {}
- **Shift + F9**: Switch between field code and result
- **Alt + F9**: Switch between all field codes and results
- **Ctrl + F11**: Lock a field
- **Ctrl + Shift + F11**: Unlock a field
- **Alt + Shift + Enter**: View fields in a list
- **Alt + Equals (=)**: Insert an equation

10. Outline View Specifics

- **Alt + Shift + Plus (+)**: Expand text under a heading
- **Alt + Shift + Minus (-)**: Collapse text under a heading
- **Alt + Shift + A**: Expand or collapse all text
- **Slash (/) (Numpad)**: Hide/Display formatting
- **Alt + Shift + L**: Show first line or all body text
- **Alt + Shift + 1**: Show headings with Heading 1 style
- **Alt + Shift + N**: Show headings up to Heading n

11. Mail Merge

- **Alt + Shift + K**: Preview a mail merge
- **Alt + Shift + N**: Merge a document
- **Alt + Shift + M**: Print the merged document
- **Alt + Shift + E**: Edit merge data document
- **Alt + Shift + F**: Insert a merge field

12. Function Keys (Stand-alone)

- **F1**: Get help
- **F2**: Move text or graphics
- **F4**: Repeat the last action
- **F5**: Go To command

- **F6**: Next pane or frame
- **F9**: Update selected fields
- **F10**: Turn on key tips
- **F11**: Next field
- **F12**: Save As

13. Function Keys (with Shift)

- **Shift + F1**: Reveal Formatting
- **Shift + F2**: Copy text
- **Shift + F3**: Change case
- **Shift + F4**: Repeat Find/Go To
- **Shift + F5**: Move to last change
- **Shift + F6**: Previous pane or frame
- **Shift + F7**: Thesaurus
- **Shift + F8**: Reduce selection size
- **Shift + F9**: Switch field code/result
- **Shift + F10**: Right-click menu
- **Shift + F11**: Previous field
- **Shift + F12**: Save

14. Function Keys (with Ctrl)

- **Ctrl + F2**: Print Preview
- **Ctrl + F3**: Cut to Spike
- **Ctrl + F4**: Close the window
- **Ctrl + F5**: Restore document window size
- **Ctrl + F6**: Next window
- **Ctrl + F7**: Choose Move command
- **Ctrl + F8**: Choose Size command
- **Ctrl + F9**: Insert empty field
- **Ctrl + F10**: Maximize document window
- **Ctrl + F11**: Lock a field

15. Advanced Formatting & Misc

- **Alt + Ctrl + I:** Switch to Print Preview
- **Ctrl + Alt + H:** Apply highlight
- **Ctrl + Shift + E:** Turn Track Changes on/off
- **Alt + Shift + C:** Close Reviewing Pane
- **Ctrl + Alt + K:** AutoFormat
- **Alt + Shift + G:** Open Word Count
- **Ctrl + Shift + 8:** Display nonprinting characters (¶)
- **Alt + Shift + R:** Copy header/footer from previous section
- **Alt + Shift + S:** Open/Close Document Map
- **Ctrl + Shift + T:** Move to previous open Word document