

Word 2007 Shortcuts

Platform: Windows/English

Common tasks	
ctrl+shift+spacebar	Create a nonbreaking space
ctrl+- (Hyphen)	Create a nonbreaking hyphen
ctrl+b	Make letters bold
ctrl+i	Make letters italic
ctrl+u	Make letters underline
ctrl+shift+<	Decrease font size one value
ctrl+shift+>	Increase font size one value
ctrl+[[]]	Increase the font size by 1 point.
ctrl+[[]]	Decrease the font size by 1 point.
ctrl+spacebar	Remove paragraph or character formatting.
ctrl+c	Copy the selected text or object.
ctrl+x	Cut the selected text or object.
ctrl+v	Paste text or an object.
ctrl+alt+v	Paste special
ctrl+shift+v	Paste formatting only
ctrl+z	Undo the last action.
ctrl+y	Redo the last action.
ctrl+shift+g	Open the Word Count dialog box.

Working with documents: Create, view, and save documents	
ctrl+n	Create a new document of the same type as the current or most recent document.
ctrl+o	Open a document.
ctrl+w	Close a document.
alt+ctrl+s	Split the document window.
alt+shift+c	Remove the document window split.
ctrl+s	Save a document.
ctrl+n	Create a new document of the same type as the current or most recent document.
ctrl+o	Open a document.
ctrl+w	Close a document.
alt+ctrl+s	Split the document window.
alt+shift+c	Remove the document window split.
ctrl+s	Save a document.
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ctrl+o	Open a document.
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alt+ctrl+s	Split the document window.
alt+shift+c	Remove the document window split.
ctrl+s	Save a document.

Working with documents: Find, replace, and browse through text	
ctrl+f	Find text, formatting, and special items.
alt+ctrl+y	Repeat find (after closing Find and Replace window).
ctrl+h	Replace text, specific formatting, and special items.
ctrl+g	Go to a page, bookmark, footnote, table, comment, graphic, or other location.
alt+ctrl+z	Switch between the last four places that you have edited.
alt+ctrl+home	Open a list of browse options. Press the arrow keys to select an option, and then press ENTER to browse through a document by using the selected option.

Working with documents: Switch to another view	
ctrl+page up	Move to the previous edit location.
ctrl+page down	Move to the next edit location.
alt+ctrl+p	Switch to Print Layout view.
alt+ctrl+o	Switch to Outline view.
alt+ctrl+n	Switch to Draft view.

Working with documents: Outline view	
alt+shift+arrow left	Promote a paragraph.
alt+shift+arrow right	Demote a paragraph.
ctrl+shift+n	Demote to body text.
alt+shift+arrow up	Move selected paragraphs up.
alt+shift+arrow down	Move selected paragraphs down.
alt+shift++ (Plus Sign)	Expand text under a heading.
alt+shift+- (Minus Sign)	Collapse text under a heading.
alt+shift+a	Expand or collapse all text or headings.
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.
ctrl+tab	Insert a tab character.

Working with documents: Print and preview documents	
ctrl+p	Print a document.
alt+ctrl+i	Switch in or out of print preview.
arrow up, arrow down, arrow left, arrow right	Move around the preview page when zoomed in.
page up or page down	Move by one preview page when zoomed out.
ctrl+home	Move to the first preview page when zoomed out.
ctrl+end	Move to the last preview page when zoomed out.

Working with documents: Review documents	
alt+ctrl+m	Insert a comment.
ctrl+shift+e	Turn change tracking on or off.
alt+shift+c	Close the Reviewing Pane if it is open.

Working with documents: Full Screen Reading view	
home	Go to beginning of document.
end	Go to end of document.
n, enter	Go to page n.
esc	Exit reading layout view.

Working with documents: References, footnotes, and endnotes	
alt+shift+o	Mark a table of contents entry.
alt+shift+i	Mark a table of authorities entry (citation).
alt+shift+x	Mark an index entry.
alt+ctrl+f	Insert a footnote.
alt+ctrl+	Insert an endnote.

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Working with documents: Work with Web pages	
ctrl+k	Insert a hyperlink.
alt+arrow left	Go back one page.
alt+arrow right	Go forward one page.
f9	Refresh.

Edit and move text and graphics: Delete text and graphics	
backspace	Delete one character to the left.
ctrl+backspace	Delete one word to the left.
delete	Delete one character to the right.
ctrl+delete	Delete one word to the right.
ctrl+x	Cut selected text to the Office Clipboard.
ctrl+z	Undo the last action.
ctrl+f3	Cut to the Spike.

Edit and move text and graphics: Copy and move text and graphics	
Press alt+h to move to the home tab, and then press F,O.	Open the Office Clipboard
ctrl+c	Copy selected text or graphics to the Office Clipboard.
ctrl+x	Cut selected text or graphics to the Office Clipboard.
ctrl+v	Paste the most recent addition to the Office Clipboard.
f2 (then move the cursor and press enter)	Move text or graphics once.
shift+f2 (then move the cursor and press enter)	Copy text or graphics once.
alt+f3	When text or an object is selected, open the Create New Building Block dialog box.
shift+<sc>f10</sc>	When the building block ? for example, a SmartArt graphic ? is selected, display the shortcut menu that is associated with it.
ctrl+f3	Cut to the Spike.
ctrl+shift+f3	Paste the Spike contents.
alt+shift+r	Copy the header or footer used in the previous section of the document.

Edit and move text and graphics: Insert special characters	
ctrl+f9	A field
shift+enter	A line break
ctrl+enter	A page break
ctrl+shift+enter	A column break
alt+ctrl+- (Minus Sign)	An em dash
ctrl+- (Minus Sign)	An en dash
ctrl+- (Hyphen)	An optional hyphen
ctrl+shift+- (Hyphen)	A nonbreaking hyphen
ctrl+shift+spacebar	A nonbreaking space
alt+ctrl+c	The copyright symbol
alt+ctrl+r	The registered trademark symbol
alt+ctrl+t	The trademark symbol
alt+ctrl+. (Period)	An ellipsis
enter (after you type the first few characters of the AutoText entry name and when the ScreenTip appears)	An AutoText entry

Edit and move text and graphics: Insert characters by using character codes	
The character code, alt+x	Insert the Unicode character for the specified Unicode (hexadecimal) character code. For example, to insert the euro currency symbol (), type 20AC, and then hold down ALT and press X.
alt+x	Find out the Unicode character code for the selected character
alt+the character code (on the numeric keypad)	Insert the ANSI character for the specified ANSI (decimal) character code. For example, to insert the euro currency symbol, hold down ALT and press 0128 on the numeric keypad.

Edit and move text and graphics: Extend a selection	
f8	Turn extend mode on.
f8, and then press arrow left or arrow right	Select the nearest character.
f8 (press once to select a word, twice to select a sentence, and so on)	Increase the size of a selection.
shift+f8	Reduce the size of a selection.
esc	Turn extend mode off.
shift+arrow right	Extend a selection one character to the right.
shift+arrow left	Extend a selection one character to the left.
ctrl+shift+arrow right	Extend a selection to the end of a word.
ctrl+shift+arrow left	Extend a selection to the beginning of a word.
shift+end	Extend a selection to the end of a line.
shift+home	Extend a selection to the beginning of a line.
shift+arrow down	Extend a selection one line down.
shift+arrow up	Extend a selection one line up.
ctrl+shift+arrow down	Extend a selection to the end of a paragraph.
ctrl+shift+arrow up	Extend a selection to the beginning of a paragraph.
shift+page down	Extend a selection one screen down.
shift+page up	Extend a selection one screen up.
ctrl+shift+home	Extend a selection to the beginning of a document.
ctrl+shift+end	Extend a selection to the end of a document.
alt+ctrl+shift+page down	Extend a selection to the end of a window.
ctrl+a	Extend a selection to include the entire document.
ctrl+shift+f8, and then use the arrow up, arrow down, arrow left, arrow right; press esc to cancel selection mode	Select a vertical block of text.
f8+arrow up, arrow down, arrow left, arrow right; press esc to cancel selection mode	Extend a selection to a specific location in a document.

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Edit and move text and graphics: Select text and graphics in a table	
tab	Select the next cell's contents.
shift+tab	Select the preceding cell's contents.
Hold down shift and press an arrow key repeatedly	Extend a selection to adjacent cells.
shift+alt+page down with cursor in columns top cell	Select a column.
shift+alt+page up with cursor in columns top cell	Select a column.
ctrl+shift+f8, and then use the arrow up, arrow down, arrow left, arrow right; press esc to cancel selection mode	Extend a selection (or block).
alt+5 on the numeric keypad (with num lock off)	Select an entire table.

Edit and move text and graphics: Move through your document	
arrow left	One character to the left
arrow right	One character to the right
ctrl+arrow left	One word to the left
ctrl+arrow right	One word to the right
ctrl+arrow up	One paragraph up
ctrl+arrow down	One paragraph down
shift+tab	One cell to the left (in a table)
tab	One cell to the right (in a table)
arrow up	Up one line
arrow down	Down one line
end	To the end of a line
home	To the beginning of a line
alt+ctrl+page up	To the top of the window
alt+ctrl+page down	To the end of the window
page up	Up one screen (scrolling)
page down	Down one screen (scrolling)
ctrl+page down	To the top of the next page
ctrl+page up	To the top of the previous page
ctrl+end	To the end of a document
ctrl+home	To the beginning of a document
shift+f5	To a previous revision
shift+f5	After opening a document, to the location you were working in when the document was last closed

Edit and move text and graphics: Move around in a table	
tab	To the next cell in a row
shift+tab	To the previous cell in a row
alt+home	To the first cell in a row
alt+end	To the last cell in a row
alt+page up	To the first cell in a column
alt+page down	To the last cell in a column
arrow up	To the previous row
arrow down	To the next row
alt+shift+arrow up	One row up
alt+shift+arrow down	One row down

Edit and move text and graphics: Insert paragraphs and tab characters in a table	
enter	New paragraphs in a cell
ctrl+tab	Tab characters in a cell

Character and paragraph formatting Copy formatting	
ctrl+shift+c	Copy formatting from text.
ctrl+shift+v	Apply copied formatting to text.

Character and paragraph formatting Change or resize the font	
ctrl+shift+f	Open the Font dialog box to change the font.
ctrl+shift+<	Decrease font size one value
ctrl+shift+>	Increase font size one value
ctrl+[[]]	Increase the font size by 1 point.
ctrl+[[]]	Decrease the font size by 1 point.

Character and paragraph formatting Apply character formats	
ctrl+d	Open the Font dialog box to change the formatting of characters.
shift+f3	Change the case of letters.
ctrl+shift+a	Format all letters as capitals.
ctrl+b	Apply bold formatting.
ctrl+u	Apply an underline.
ctrl+shift+w	Underline words but not spaces.
ctrl+shift+d	Double-underline text.
ctrl+shift+h	Apply hidden text formatting.
ctrl+i	Apply italic formatting.
ctrl+shift+k	Format letters as small capitals.
ctrl+=	Apply subscript formatting (automatic spacing).
ctrl+shift++ (Plus Sign)	Apply superscript formatting (automatic spacing).
ctrl+spacebar	Remove manual character formatting.
ctrl+shift+q	Change the selection to the Symbol font.

Character and paragraph formatting View and copy text formats	
ctrl+shift+*	Display nonprinting characters. * on numeric keyboard will not work
shift+f1 (then click the text with the formatting you want to review)	Review text formatting.
ctrl+shift+c	Copy formats.
ctrl+shift+v	Paste formats.

Character and paragraph formatting Set the line spacing	
ctrl+1	Single-space lines.
ctrl+2	Double-space lines.
ctrl+5	Set 1.5-line spacing.
ctrl+0 (zero)	Add or remove one line space preceding a paragraph.

Character and paragraph formatting Align paragraphs	
ctrl+e	Switch a paragraph between centered and left-aligned.
ctrl+j	Switch a paragraph between justified and left-aligned.
ctrl+r	Switch a paragraph between right-aligned and left-aligned.
ctrl+l	Left align a paragraph.
ctrl+m	Indent a paragraph from the left.
ctrl+shift+m	Remove a paragraph indent from the left.

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ctrl+t	Create a hanging indent.
ctrl+shift+t	Reduce a hanging indent.
ctrl+q	Remove paragraph formatting.

Character and paragraph formatting Apply paragraph styles	
ctrl+shift+s	Open Apply Styles task pane.
alt+ctrl+shift+s	Open Styles task pane.
alt+ctrl+k	Start AutoFormat.
ctrl+shift+n	Apply the Normal style.
alt+ctrl+1	Apply the Heading 1 style.
alt+ctrl+2	Apply the Heading 2 style.
alt+ctrl+3	Apply the Heading 3 style.

Mail merge and fields: Perform a 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 a mail-merge data document.
alt+shift+f	Insert a merge field.

Mail merge and fields: Work with fields	
alt+shift+d	Insert a DATE field.
alt+ctrl+l	Insert a LISTNUM field.
alt+shift+p	Insert a PAGE field.
alt+shift+t	Insert a TIME field.
ctrl+f9	Insert an empty field.
ctrl+shift+f7	Update linked information in a Microsoft Office Word source document.
f9	Update selected fields.
ctrl+shift+f9	Unlink a field.
shift+f9	Switch between a selected field code and its result.
alt+f9	Switch between all field codes and their results.
alt+shift+f9	Run GOTOBUTTON or MACROBUTTON from the field that displays the field results.
f11	Go to the next field.
shift+f11	Go to the previous field.
ctrl+f11	Lock a field.
ctrl+shift+f11	Unlock a field.

Function key reference: Function keys	
f1	Get Help or visit Microsoft Office Online.
f2	Move text or graphics.
f4	Repeat the last action.
f5	Choose the Go To command (Home tab).
f6	Go to the next pane or frame.
f7	Choose the Spelling command (Review tab).
f8	Extend a selection.
f9	Update the selected fields.
f10	Show KeyTips.
f11	Go to the next field.
f12	Choose the Save As command (Microsoft Office Button).

Function key reference: SHIFT+Function key	
shift+f1	Start context-sensitive Help or reveal formatting.
shift+f2	Copy text.
shift+f3	Change the case of letters.
shift+f4	Repeat a Find or Go To action.
shift+f5	Move to the last change.
shift+f6	Go to the previous pane or frame (after pressing F6).
shift+f7	Choose the Thesaurus command (Review tab, Proofing group).
shift+f8	Shrink a selection.
shift+f9	Switch between a field code and its result.
shift+f10	Display a shortcut menu.
shift+f11	Go to the previous field.
shift+f12	Choose the Save command (Microsoft Office Button).

Function key reference: CTRL+Function key	
ctrl+f2	Choose the Print Preview command (Microsoft Office Button).
ctrl+f3	Cut to the Spike.
ctrl+f4	Close the window.
ctrl+f6	Go to the next window.
ctrl+f9	Insert an empty field.
ctrl+f10	Maximize the document window.
ctrl+f11	Lock a field.
ctrl+f12	Choose the Open command (Microsoft Office Button).

Function key reference: CTRL+SHIFT+Function key	
ctrl+shift+f3	Insert the contents of the Spike.
ctrl+shift+f5	Edit a bookmark.
ctrl+shift+f6	Go to the previous window.
ctrl+shift+f7	Update linked information in an Office Word 2007 source document.
ctrl+shift+f8, and arrow keys	Extend a selection or block.
ctrl+shift+f9	Unlink a field.
ctrl+shift+f11	Unlock a field.
ctrl+shift+f12	Choose the Print command (Microsoft Office Button).

Function key reference: ALT+Function key	
alt+f1	Go to the next field.
alt+f3	Create a new Building Block.
alt+f4	Exit Office Word 2007.
alt+f5	Restore the program window size.
alt+f6	Move from an open dialog box back to the document, for dialog boxes such as Find and Replace that support this behavior.
alt+f7	Find the next misspelling or grammatical error.
alt+f8	Run a macro.
alt+f9	Switch between all field codes and their results.
[alt]+[f10]	Maximize the program window.
alt+f11	Display Microsoft Visual Basic code.

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Function key reference: ALT+SHIFT+Function key	
alt+shift+f1	Go to the previous field.
alt+shift+f2	Choose the Save command (Microsoft Office Button).
alt+shift+f7	Display the Research task pane.
alt+shift+f9	Run GOTOBUTTON or MACROBUTTON from the field that displays the field results.
alt+shift+f10	Display a menu or message for a smart tag.

Function key reference: CTRL+ALT+Function key	
ctrl+alt+f1	Display Microsoft System Information.
ctrl+alt+f2	Choose the Open command (Microsoft Office Button).