

# Keyboard Shortcuts - Word 97

## MENUS AND DIALOG BOXES

Activate Menu Bar	Alt or F10
Perform Action	Enter
Cancel	Esc
Show Shortcut Menu	Shift F10

## FILES

New File	Ctrl N
Save File	Ctrl S or Shift F12
Save As	F12
Open File	Ctrl O or Ctrl F12 or Alt Ctrl F2
Print	Ctrl P or Ctrl Shift F12
Print Preview	Ctrl F2 or Alt Ctrl I
Close File	Ctrl W or Ctrl F4

## EDITING

OverType	Insert
Delete to left	Backspace
Delete to right	Delete
Delete previous word	Ctrl Backspace
Delete next word	Ctrl Delete
Cut	Ctrl X or Shift Delete
Copy	Ctrl C or Ctrl Insert
Paste	Ctrl V or Shift Insert
Move text	F2
Copy text	Shift F2
Cut to Spike	Ctrl F3
Empty Spike	Ctrl Shift F3
Find	Ctrl F
Find Next	Shift F4 or Ctrl Y
Replace	Ctrl H
Redo Undone Action	Alt Shift Backspace
Repeat Last Action	F4 or Ctrl Y or Alt Enter
Undo	Ctrl Z or Alt Backspace

## SELECTING TEXT

<b>F8 Selection</b>	F8
Word	F8 twice
Sentence	F8 three times
Paragraph	F8 four times
Whole document	Ctrl A or Ctrl NumPad 5 or F8 five times
Shrink selection	Shift F8
Table	Alt NumPad 5
Vertical column	Ctrl Shift F8 then ↑ ↓ ← →
<b>Shift Selection</b>	Use Shift with quick cursor movements -
Across/down	Shift with cursor keys
End of line	Shift End
Beg. of line	Shift Home
End of document	Shift Ctrl End
One paragraph	Shift Ctrl down
One page	Shift PageDown

## MOVING AROUND A DOCUMENT

To any location	↑ ↓ ← → cursor keys
Left one character	←
Right one character	→
Left one word	Ctrl ←
Right one word	Ctrl →
Beginning of line	Home
End of line	End
Next line	↓
Previous line	↑
Next paragraph	Ctrl ↓
Previous paragraph	Ctrl ↑
Top of window	Ctrl PageUp
Bottom of window	Ctrl PageDown
Previous window	Ctrl Shift F6 or Alt Shift F6
Next screen	PageDown
Previous screen	PageUp
Next page	Alt Ctrl PageDown
Previous page	Alt Ctrl PageUp
Top of document	Ctrl Home
Bottom of document	Ctrl End
Go To	F5 or Ctrl G
Previous position	Shift F5 or Alt Ctrl Z
Beg. of column	Alt PageUp or Alt Shift PUp
End of column	Alt PageDn or Alt Shift PDn
Previous table column	Ctrl ↑
Next table column	Ctrl ↓
Beginning of row	Alt Home or Alt Shift Home
Last cell in row	Alt End or Alt Shift End
Next field	F11 or Alt F1
Previous field	Shift F11 or Alt Shift F1
Previous object	Alt ↑
Next annotated text	Alt F11

## VIEWING A DOCUMENT

Normal View	Alt Ctrl N
Outline View	Alt Ctrl O
Page Layout View	Alt Ctrl P
Show/Hide Non Printing characters	Ctrl *

## SPELL CHECK & THESAURUS

Spell check	F7
Thesaurus	Shift F7

## HELP

Dialog Box	F1
Help button	Shift F1


## FORMATTING CHARACTERS

Clear manual character formatting	Ctrl Spacebar or Ctrl Shift Z
Copy Formatting	Ctrl Shift C
Paste Formatting	Ctrl Shift V
Change Case	Shift F3
All Caps	Ctrl Shift A
Bold	Ctrl B or Ctrl Shift B
Hidden Text	Ctrl Shift H
Italics	Ctrl I or Ctrl Shift I
Small caps	Ctrl Shift K
Subscript	Ctrl =
Superscript	Ctrl +
Symbol Font	Ctrl Shift Q
Underline	Ctrl U or Ctrl Shift U
Underline words only	Ctrl Shift W
Double Underline	Ctrl Shift D
Kern more	Ctrl Shift ]
Kern less	Ctrl Shift [
Font dialog box	Ctrl D
Font List box	Ctrl Shift F
Font Size	Ctrl Shift P
Grow font 1 point	Ctrl ]
Grow font to next available size	Ctrl >
Shrink font 1 point	Ctrl [
Shrink font to next available size	Ctrl <

## FORMATTING PARAGRAPHS

Clear manual paragraph formatting	Ctrl Q
Left align paragraph	Ctrl L
Justify paragraph	Ctrl J
Right align paragraph	Ctrl R
Centre paragraph	Ctrl E
Single spacing	Ctrl 1
1.5 line spacing	Ctrl 5
Double spacing	Ctrl 2
Add/Remove 12pt before paragraph	Ctrl 0 (zero)
Increase Indent	Ctrl M
Decrease Indent	Ctrl Shift M
Hanging Indent	Ctrl T
Decrease hanging indent	Ctrl Shift T

## STYLES

Apply Style	Ctrl Shift S
[Format] Style Dialog Box	Ctrl Shift S twice
List all styles	Shift click on Styles box 
Normal Style	Ctrl Shift N
Heading 1 Style	Alt Ctrl 1
Heading 2 Style	Alt Ctrl 2
Heading 3 Style	Alt Ctrl 3
List Bullet Style	Ctrl Shift L
AutoFormat	Ctrl K

## INSERTING

Annotation	Alt Ctrl A
AutoText	F3 or Alt Ctrl V
Bookmark	Ctrl Shift F5
Citation	Alt Shift I
Column Break	Ctrl Shift Enter
Date	Alt Shift D
Endnote	Alt Ctrl E
Field	Ctrl F9
Footnote	Alt Ctrl F
Index Entry	Alt Shift X
Line Break	Shift Enter
Non-breaking hyphen	Ctrl Shift Hyphen
Non-breaking space	Ctrl Shift Spacebar
Optional hyphen	Ctrl Hyphen
Page Break	Ctrl Enter
Page Number	Alt Shift P
Spiked text	Ctrl Shift F3
Table of Contents entry	Alt Shift O
Time	Alt Shift T

## HEADERS AND FOOTERS

Link header/footer to preceding section	Alt Shift R
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## TABLES

Selecting	Shift → ← ↑ ↓
Start of row	Alt Home
End of row	Alt End
Select whole table	Alt NumPad 5
Table update AutoFormat	Alt Ctrl U

## MAIL MERGE

Insert Merge Field	Alt Shift F
Check for Errors	Alt Shift K
Merge to Document	Alt Shift N
Merge to Printer	Alt Shift M
Open Data Source	Alt Shift E

## INDEXES AND TABLES

Mark index entry	Alt Shift X
Mark TOC entry	Alt Shift O
Mark citation	Alt Shift I

## CUSTOMIZING WORD

Add menu item	Alt Ctrl =
Remove menu item	Alt Ctrl -
Add keyboard shortcut	Alt Ctrl NumPad +
Remove keyboard shortcut	Alt Ctrl NumPad -

## FIELDS AND LINKS

View Field Codes	Alt F9
Insert a blank field	Ctrl F9
Switch between Results and Field Codes	Shift F9
Perform field code action	Alt Shift F9
Update fields	F9 or Alt Shift U
Update source document	Ctrl Shift F7
Unlink field	Ctrl 6 or Ctrl Shift F9
Lock field	Ctrl 3 or Ctrl F11
Unlock Field	Ctrl 4 or Ctrl Shift F11
Next field	F11
Previous field	Shift F11

## OUTLINING

Promote heading	Alt Shift ←
Demote heading	Alt Shift →
Demote to body text	Ctrl Shift N
Move text upwards	Alt Shift ↑
Move text downwards	Alt Shift ↓
Headings level 1 style	Alt Shift 1
Show headings level 1-2	Alt Shift 2
Show headings level 1-3	Alt Shift 3
Show headings level 1-4	Alt Shift 4
Show headings level 1-5	Alt Shift 5
Show headings level 1-6	Alt Shift 6
Show headings level 1-7	Alt Shift 7
Show headings level 1-8	Alt Shift 8
Show headings level 1-9	Alt Shift 9
Show all headings	Alt Shift A
Show first line of body text	Alt Shift L
Show/Hide all character formats	NumPad /
Expand outline	NumPad *
Collapse outline	NumPad -

## MANAGING WORD WINDOWS

Next window	Ctrl F6 or Alt F6
Previous window	Ctrl Shift F6
Switch panes	F6 or Shift F6
Maximise Word window	Alt F10
Restore Word window	Alt F5
Close window	Ctrl W or Alt Shift C
Maximise document window	Ctrl F10
Move document window	Ctrl F7
Resize document window	Ctrl F8
Restore document window	Ctrl F5
Split document window horizontally	Alt Ctrl S, ↵

**Microsoft System Info** Alt Ctrl F1

## COMMON SYMBOLS

... (Ellipsis)	Alt Ctrl .
– (En dash)	Ctrl NumPad -
— (Em dash)	Alt Ctrl NumPad -
™ (Trademark)	Alt Ctrl T
© (Copyright)	Alt Ctrl C
® (Registered trademark)	Alt Ctrl R

Use Num Lock on and NumPad for the following:

£ (English pound)	Alt 156
½ (half)	Alt 171
¼ (quarter)	Alt 172
÷ (division)	Alt 246
° (degrees)	Alt 248
• (small bullet)	Alt 249
² (power of 2)	Alt 253

## USING CTRL KEY

Use accent key (above Tab) with Ctrl key, eg

à	Ctrl `, a
À	Ctrl `, A
ù	Ctrl `, u
Ù	Ctrl `, U
è	Ctrl `, e
È	Ctrl `, E

Use apostrophe key with Ctrl key, eg

á	Ctrl ', a
Á	Ctrl ', A
ú	Ctrl ', u
Ú	Ctrl ', U
é	Ctrl ', e
É	Ctrl ', E

Use ~ with Ctrl, eg

õ	Ctrl ~, o
Õ	Ctrl ~, O

Use : with Ctrl, eg

ë	Ctrl:, e
Ë	Ctrl:, E

Use ^ with Ctrl, eg

â	Ctrl ^, a
Â	Ctrl ^, A

Use ^ with Alt Ctrl, eg

š	Alt Ctrl ^, s
Š	Alt Ctrl ^, S

Use & with Ctrl, eg

æ	Ctrl &, a
Æ	Ctrl &, A