

## Command Name Shortcut Keys

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<b>All Caps</b>	CTRL+SHIFT+A	<b>Column Select</b>	CTRL+SHIFT+F8
<b>Annotation</b>	ALT+CTRL+M	<b>Copy</b>	CTRL+C or CTRL+INSERT
<b>App Maximize</b>	ALT+F10	<b>Copy Format</b>	CTRL+SHIFT+C
<b>App Restore</b>	ALT+F5	<b>Copy Text</b>	SHIFT+F2
<b>Apply Heading1</b>	ALT+CTRL+1	<b>Create Auto Text</b>	ALT+F3
<b>Apply Heading2</b>	ALT+CTRL+2	<b>Customize Add Menu</b>	ALT+CTRL+=
<b>Apply Heading3</b>	ALT+CTRL+3	<b>Customize Keyboard</b>	ALT+CTRL+NUM +
<b>Apply List Bullet</b>	CTRL+SHIFT+L	<b>Customize Remove Menu</b>	ALT+CTRL+-
<b>Auto Format</b>	ALT+CTRL+K	<b>Cut</b>	CTRL+X or SHIFT+DELETE
<b>Auto Text</b>	F3 or ALT+CTRL+V	<b>Date Field</b>	ALT+SHIFT+D
<b>Bold</b>	CTRL+B or CTRL+SHIFT+B	<b>Delete Back Word</b>	CTRL+BACKSPACE
<b>Bookmark</b>	CTRL+SHIFT+F5	<b>Delete Word</b>	CTRL+DELETE
<b>Browse Next</b>	CTRL+PAGE DOWN	<b>Dictionary</b>	ALT+SHIFT+F7
<b>Browse</b>	PreviousCTRL+PAGE UP	<b>Do Field</b>	Click ALT+SHIFT+F9
<b>Browse Sel</b>	ALT+CTRL+HOME	<b>Doc Close</b>	CTRL+W or CTRL+F4
<b>Cancel</b>	ESC	<b>Doc Maximize</b>	CTRL+F10
<b>Center Para</b>	CTRL+E	<b>Doc Move</b>	CTRL+F7
<b>Change Case</b>	SHIFT+F3	<b>Doc Restore</b>	CTRL+F5
<b>Char Left</b>	LEFT	<b>Doc Size</b>	CTRL+F8
<b>Char Left Extend</b>	SHIFT+LEFT	<b>Doc Split</b>	ALT+CTRL+S
<b>Char Right</b>	RIGHT	<b>Double Underline</b>	CTRL+SHIFT+D
<b>Char Right</b>	Extend SHIFT+RIGHT	<b>End of Column</b>	ALT+PAGE DOWN
<b>Clear</b>	DELETE	<b>End of Column</b>	ALT+SHIFT+PAGE DOWN
<b>Close or Exit</b>	ALT+F4	<b>End of Doc Extend</b>	CTRL+SHIFT+END
<b>Close Pane</b>	ALT+SHIFT+C	<b>End of Document</b>	CTRL+END
<b>Column Break</b>	CTRL+SHIFT+ENTER	<b>End of Line</b>	END

<b>End of Line Extend</b>	SHIFT+END	<b>Line Up Extend</b>	SHIFT+UP
<b>End of Row</b>	ALT+END	<b>List Num Field</b>	ALT+CTRL+L
<b>End of Row</b>	ALT+SHIFT+END	<b>Lock Fields</b>	CTRL+3 or CTRL+F11
<b>End of Window</b>	ALT+CTRL+PAGE DOWN	<b>Macro</b>	ALT+F8
<b>End of Window Extend</b>	ALT+CTRL+SHIFT+PAGE DOWN	<b>Mail Merge Check</b>	ALT+SHIFT+K
<b>Endnote Now</b>	ALT+CTRL+D	<b>Mail Merge Edit Data Source</b>	ALT+SHIFT+E
<b>Extend Selection</b>	F8	<b>Mail Merge to Doc</b>	ALT+SHIFT+N
<b>Field Chars</b>	CTRL+F9	<b>Mail Merge to Printer</b>	ALT+SHIFT+M
<b>Field Codes</b>	ALT+F9	<b>Mark Citation</b>	ALT+SHIFT+I
<b>Find</b>	CTRL+F	<b>Mark Index Entry</b>	ALT+SHIFT+X
<b>Font</b>	CTRL+D or CTRL+SHIFT+F	<b>Mark Table of Contents Entry</b>	ALT+SHIFT+O
<b>Font Size Select</b>	CTRL+SHIFT+P	<b>Menu Mode</b>	F10
<b>Footnote Now</b>	ALT+CTRL+F	<b>Merge Field</b>	ALT+SHIFT+F
<b>Go Back</b>	SHIFT+F5 or ALT+CTRL+Z	<b>Microsoft Script Editor</b>	ALT+SHIFT+F11
<b>Go To</b>	CTRL+G or F5	<b>Microsoft System Info</b>	ALT+CTRL+F1
<b>Go to Last Edit</b>	Shift + F5	<b>Move Text</b>	F2
<b>Grow Font</b>	CTRL+SHIFT+.	<b>New</b>	CTRL+N
<b>Grow Font One Point</b>	CTRL+] ]	<b>Next Cell</b>	TAB
<b>Hanging Indent</b>	CTRL+T	<b>Next Field</b>	F11 or ALT+F1
<b>Header Footer Link</b>	ALT+SHIFT+R	<b>Next Misspelling</b>	ALT+F7
<b>Help</b>	F1	<b>Next Object</b>	ALT+DOWN
<b>Hidden</b>	CTRL+SHIFT+H	<b>Next Window</b>	CTRL+F6 or ALT+F6
<b>Hyperlink</b>	CTRL+K	<b>Normal</b>	ALT+CTRL+N
<b>Indent</b>	CTRL+M	<b>Normal Style</b>	CTRL+SHIFT+N or ALT+SHIFT+CLEAR
<b>Italic</b>	CTRL+I or CTRL+SHIFT+I	<b>(NUM 5)</b>	
<b>Justify Para</b>	CTRL+J	<b>Open</b>	CTRL+O takes you to file menu Open or CTRL+F12 or ALT+CTRL+F2 takes you to the Open dialog box
<b>Left Para</b>	CTRL+L	<b>Open or Close Up Para</b>	CTRL+0
<b>Line Down</b>	DOWN	<b>Other Pane</b>	F6 or SHIFT+F6
<b>Line Down Extend</b>	SHIFT+DOWN	<b>Outline</b>	ALT+CTRL+O
<b>Line Up</b>	UP		

<b>Outline Collapse</b>	ALT+SHIFT+- or ALT+SHIFT+NUM -	<b>Redo or Repeat</b>	CTRL+Y or F4 or ALT+ENTER
<b>Outline Demote</b>	ALT+SHIFT+RIGHT	<b>Repeat Find</b>	SHIFT+F4 or ALT+CTRL+Y
<b>Outline Expand</b>	ALT+SHIFT+=	<b>Replace</b>	CTRL+H
<b>Outline Expand</b>	ALT+SHIFT+NUM +	<b>Reset Char</b>	CTRL+SPACE or CTRL+SHIFT+Z
<b>Outline Move Down</b>	ALT+SHIFT+DOWN	<b>Reset Para</b>	CTRL+Q
<b>Outline Move Up</b>	ALT+SHIFT+UP	<b>Return to last edit</b>	Shift + F5
<b>Outline Promote</b>	ALT+SHIFT+LEFT	<b>Reveal Formatting</b>	SHIFT+F1
<b>Outline Show First Line</b>	ALT+SHIFT+L	<b>Revision Marks Toggle</b>	CTRL+SHIFT+E
<b>Overtyping</b>	INSERT	<b>Right Para</b>	CTRL+R
<b>Page</b>	ALT+CTRL+P	<b>Save</b>	CTRL+S or SHIFT+F12 or ALT+SHIFT+F2
<b>Page Break</b>	CTRL+ENTER	<b>Save As</b>	F12
<b>Page Down</b>	PAGE DOWN	<b>Select All</b>	CTRL+A or CTRL+CLEAR (NUM 5) or
<b>Page Down Extend</b>	SHIFT+PAGE DOWN	<b>CTRL+NUM 5</b>	
<b>Page Field</b>	ALT+SHIFT+P	<b>Select Table</b>	ALT+CLEAR (NUM 5)
<b>Page Up</b>	PAGE UP	<b>Show All</b>	CTRL+SHIFT+8
<b>Page Up Extend</b>	SHIFT+PAGE UP	<b>Show All Headings</b>	ALT+SHIFT+A
<b>Para Down</b>	CTRL+DOWN	<b>Show Heading1</b>	ALT+SHIFT+1
<b>Para Down Extend</b>	CTRL+SHIFT+DOWN	<b>Show Heading2</b>	ALT+SHIFT+2
<b>Para Up</b>	CTRL+UP	<b>Show Heading3</b>	ALT+SHIFT+3
<b>Para Up Extend</b>	CTRL+SHIFT+UP	<b>Show Heading4</b>	ALT+SHIFT+4
<b>Paste</b>	CTRL+V or SHIFT+INSERT	<b>Show Heading5</b>	ALT+SHIFT+5
<b>Paste Format</b>	CTRL+SHIFT+V	<b>Show Heading6</b>	ALT+SHIFT+6
<b>Prev Cell</b>	SHIFT+TAB	<b>Show Heading7</b>	ALT+SHIFT+7
<b>Prev Field</b>	SHIFT+F11 or ALT+SHIFT+F1	<b>Show Heading8</b>	ALT+SHIFT+8
<b>Prev Object</b>	ALT+UP	<b>Show Heading9</b>	ALT+SHIFT+9
<b>Prev Window</b>	CTRL+SHIFT+F6 or ALT+SHIFT+F6	<b>Shrink Font</b>	CTRL+SHIFT+,
<b>Print</b>	CTRL+P or CTRL+SHIFT+F12	<b>Shrink Font One Point</b>	CTRL+[
<b>Print Preview</b>	CTRL+F2 or ALT+CTRL+I	<b>Small Caps</b>	CTRL+SHIFT+K
<b>Proofing (Spell check)</b>	F7	<b>Space Para1</b>	CTRL+1
<b>Redo</b>	ALT+SHIFT+BACKSPACE	<b>Space Para15</b>	CTRL+5

<b>Space Para2</b>	CTRL+2
<b>Spike</b>	CTRL+SHIFT+F3 or CTRL+F3
<b>Start of Column</b>	ALT+PAGE UP
<b>Start of Column</b>	ALT+SHIFT+PAGE UP
<b>Start of Doc Extend</b>	CTRL+SHIFT+HOME
<b>Start of Document</b>	CTRL+HOME
<b>Start of Line</b>	HOME
<b>Start of Line Extend</b>	SHIFT+HOME
<b>Start of Row</b>	ALT+HOME
<b>Start of Row</b>	ALT+SHIFT+HOME
<b>Start of Window</b>	ALT+CTRL+PAGE UP
<b>Start of Window Extend</b>	ALT+CTRL+SHIFT+PAGE UP
<b>Style</b>	CTRL+SHIFT+S
<b>Subscript</b>	CTRL+=
<b>Superscript</b>	CTRL+SHIFT+=
<b>Symbol Font</b>	CTRL+SHIFT+Q
<b>Thesaurus</b>	SHIFT+F7
<b>Time Field</b>	ALT+SHIFT+T
<b>Toggle Field Display</b>	SHIFT+F9
<b>Toggle Master Subdocs</b>	CTRL+\
<b>Tool</b>	SHIFT+F1
<b>Un Hang</b>	CTRL+SHIFT+T
<b>Un Indent</b>	CTRL+SHIFT+M
<b>Underline</b>	CTRL+U or CTRL+SHIFT+U
<b>Undo</b>	CTRL+Z or ALT+BACKSPACE
<b>Unlink Fields</b>	CTRL+6 or CTRL+SHIFT+F9
<b>Unlock Fields</b>	CTRL+4 or CTRL+SHIFT+F11
<b>Update Auto Format</b>	ALT+CTRL+U
<b>Update Fields</b>	F9 or ALT+SHIFT+U
<b>Update Source</b>	CTRL+SHIFT+F7

<b>VBCode</b>	ALT+F11
<b>Web Go Back</b>	ALT+LEFT
<b>Web Go Forward</b>	ALT+RIGHT
<b>Word Left (move)</b>	CTRL+LEFT
<b>Word Left Extend</b>	CTRL+SHIFT+LEFT
<b>Word Right (move)</b>	CTRL+RIGHT
<b>Word Right Extend</b>	CTRL+SHIFT+RIGHT
<b>Word Underline</b>	CTRL+SHIFT+W