

List of Shortcuts in Microsoft Word
According to: www.helpwithpcs.com

Keyboard Shortcut	Result in Microsoft Word
CTRL and A	Selects all in the current document.
CTRL and B	Bold text.
CTRL and C	Copies the item or text to the Clipboard and can be pasted using CTRL and V.
CTRL and D	Displays the Font dialogue box.
CTRL and E	Centre Alignment.
CTRL and F	Displays the Find dialog box, to search the current document.
CTRL and G	Displays the Go to dialog box, to go to a specific location in the current document.
CTRL and H	Displays the Replace dialogue box.
CTRL and I	Italic text.
CTRL and J	Full Justification.
CTRL and K	Create Hyperlink
CTRL and L	Left Alignment
CTRL and M	Tab
CTRL and N	Creates a new document.
CTRL and O	Displays the Open File dialogue box.
CTRL and P	Displays the Print dialog box.
CTRL and R	Right Alignment.
CTRL and S	Displays the Save dialog box.
CTRL and U	Underline text
CTRL and V	Pastes the copied item or text from the Clipboard into the current position in the document.
CTRL and X	Cuts the item or text selected to the Clipboard.
CTRL and Y	Redo the last undone action.
CTRL and Z	Undoes the last action.
CTRL and ENTER	Insert Page Break.
CTRL and F2	Show Print preview.
CTRL and F4	Closes the active document window.
CTRL and F6	Opens the next document window.
F1 key	Get help or use the Office assistant.
SHIFT and F1 Key	Context sensitive help.
F2 Key	Move text or image.
SHIFT and F2 Key	Copy Text.
F3 Key	Insert an autotext entry.
SHIFT and F3 Key	Change the case of the selected text.

F4 Key	Perform last action again.
SHIFT and F4 Key	Perform a Find or Go to action again.
F5 Key	Displays the Go to dialogue box, from here you can also Find and Replace.
SHIFT and F5 Key	Move to a previous revision.
F6 Key	Go to the next frame or pane.
SHIFT and F6 Key	Go to the previous frame or pane.
F7 Key	Launch the Spell checker.
SHIFT and F7 Key	Launch the Thesaurus.
F8 Key	Extend the current selection.
SHIFT and F8 Key	Shrink the current selection.
F9 Key	Update the selected fields.
SHIFT and F9 Key	Switch between a field code and it's result.
F10 Key	Activate the menu bar.
SHIFT and F10 Key	Display a Shortcut Menu. Same as right clicking.
F11 Key	Go to the next field.
SHIFT and F11 Key	Go to the previous field.
F12 Key	Save file As, equivalent to tools menu.
SHIFT and F12 Key	Save document, equivalent to tools menu.

http://www.helpwithpcs.com/tipsandtricks/keyboard_shortcuts_microsoft_word.htm

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