

Word 2010 - SHORTCUTS/QUICK KEYS

Keyboard Shortcuts	
Action	Keys
Working with Documents	
New document	Ctrl + N
Open	Ctrl + O
Save	Ctrl + S
Print	Ctrl + P
Close document or window	Ctrl + W, Ctrl + F4
Close all and exit Word	Alt + F4
Editing Tools	
Find	Ctrl + F
Repeat last find	Shift + F4
Replace	Ctrl + H
Go To	Ctrl + G
Using Different Document Views	
Normal view	Alt + Ctrl + N
Page layout view	Alt + V, P
Outline view	Alt + Ctrl + O
Print preview	Ctrl + F2
Show/Hide ¶	Ctrl + Shift + *
Inserting	
Page break	Ctrl + Enter, Enter
Section break	Ctrl + Enter, N
Nonbreaking space	Ctrl + Shift + Spacebar
Column break	Ctrl + Shift + Enter
Date code	Alt + Shift + D
Time code	Alt + Shift + T
Page number code	Alt + Shift + P
Formatting	
Copy formatting (select text)	Ctrl + Shift + C
Apply formatting (select text)	Ctrl + Shift + V
Font dialog box	Ctrl + D
Paragraph formatting	Alt + O, P
Tabs dialog box	Alt + O, T
Add borders and shading	Alt + O, B
Number or Bullets	Alt + O, N
Tools	
Spelling	F7
Thesaurus	Shift + F7
AutoCorrect	Alt + T, A
Other	
Update fields	F9
Display fields	Alt + F9
Mark Table of Contents	Alt + Shift + O
Mark citations in TOA	Alt + Shift + I
Switch to next toolbar	Ctrl + Tab

Tables	
Action	Keys
Selecting	
Select Table	Alt + 5 on Numeric Keypad (NumLock Should be off)
Select Cell	Shift + →
Moving	
Move forward one cell	Tab
Move backward one cell	Shift + Tab
Move up one cell	↑
Move down one cell	↓
Move to first cell in row	Alt + Home
Move to last cell in row	Alt + End
Move to first cell in column	Alt + Page Up
Move to last cell in column	Alt + Page Down
Other	
Recalculate formula	F9
Insert tab	Ctrl + Tab
Insert row	Tab when in last cell
Switch rows	Alt + Shift + ↑ / ↓
Menu Commands	
Shortcut menu	Shift + F10
(or click with right mouse button)	
Cancel command (close the menu)	Esc
Help	F1
Windows & Word Shortcuts	
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y
Help	F1
Switch to next open program	Alt + Tab
Close a window/dialog box	Esc
Styles Shortcuts	
Normal	Ctrl + Shift + N
List Bullet	Ctrl + Shift + L
Go to Style Box	Ctrl + Shift + S
Heading 1	Ctrl + Alt + 1
Heading 2	Ctrl + Alt + 2
Heading 3	Ctrl + Alt + 3
Heading 4-9	Ctrl + Alt + (heading #)

Navigating	
To Move	Press
Character right	→
Character left	←
Line down	↓
Line up	↑
Word right	Ctrl + →
Word left	Ctrl + ←
End of line	End
Beginning of line	Home
Paragraph down	Ctrl + ↓
Paragraph up	Ctrl + ↑
End of document	Ctrl + End
Beginning of document	Ctrl + Home
Screen up / Screen down	Page Up / Page Down
Top of next page	Ctrl + Page Down
Top of previous page	Ctrl + Page Up
Go to a page number	Ctrl + G or F5
Find text	Ctrl + F

Text Formatting	
Text Attribute	Press
Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Underline single word	Ctrl + Shift + W
Small caps	Ctrl + Shift + K
All Caps	Ctrl + Shift + A
Change case	Shift + F3
Hidden Text	Ctrl + Shift + H
Change the font	Ctrl + Shift + F
Increase font size 1 pt	Ctrl + [
Decrease font size 1 pt	Ctrl +]
Increase font size to preset	Ctrl + Shift + >
Decrease font size to preset	Ctrl + Shift + <
Remove formatting	Ctrl + Spacebar

Selecting	
To Select	Press
Character right	Shift + →
Character left	Shift + ←
End of a word	Ctrl + Shift + →
Beginning of a word	Ctrl + Shift + ←
End of line	Shift + End
Beginning of line	Shift + Home
End of paragraph	Ctrl + Shift + ↓
Beginning of paragraph	Ctrl + Shift + ↑
End of document	Ctrl + Shift + End
Beginning of document	Ctrl + Shift + Home
Entire document	Ctrl + A
Extend a selection	Shift, →

Using The Mouse	
Word	Double-Click
Sentence	Ctrl + Click
Paragraph	Double-Click in left margin
Document	Ctrl + Click in left margin

Paragraph Formatting	
Paragraph Attribute	Press
Line break	Shift + Enter
Align left	Ctrl + L
Align center	Ctrl + E
Align right	Ctrl + R
Justify	Ctrl + J
Left indent	Ctrl + M
Decrease left indent	Ctrl + Shift + M
Increase hanging indent	Ctrl + T
Remove hanging indent	Ctrl + Shift + T
Single spacing	Ctrl + 1
1.5 line spacing	Ctrl + 5
Double	Ctrl + 2
Add/remove 1 line before	Ctrl + Ø
Remove formatting	Ctrl + Q

Function Key Shortcuts					
Function	Key Only	SHIFT + Key	CTRL + Key	CTRL/SHIFT + Key	ALT + Key
F1	Help	Context Sensitive Help			Next Field
F2	Move text	Copy Text	Print Preview		
F3	Building Block (Autotext)	Change Case	Cut to the Spike	Insert Spike Contents	New Building Block
F4	Repeat action	Repeat Find/Go To	Close Window		Exit Word
F5	Go to	Go to Prior Revision	Restore Doc Window	Edit Bookmark	Restore Active Window
F6	Go to Next Task Pane	Go to Prior Task Pane	Go to Next Window	Go to Prior Window	Dialog Box Toggle
F7	Spellcheck	Thesaurus	Move Command	Update Links	Next Misspelling
F8	Extend Selection	Shrink Selection		Vertical Block Selection	Run a Macro
F9	Update Fields	View Field Codes	Insert Empty Field	Unlink Field	View Field Code
F10	Activate Ribbon	Activate Shortcut Menu	Maximize Doc Window	Activate Ruler	Selection Pane
F11	Next Field	Go to Prior Field	Lock Field	Unlock Field	VB Codes
F12	File Save As	File Save	File Open	File Print	