

# Microsoft Word 2007 Keyboard Shortcuts

<b>ALT+F8</b>	Run a macro.
<b>ALT+F9</b>	Switch between all field codes and their results.
<b>ALT+F10</b>	Maximize the program window.
<b>ALT+F11</b>	Display Microsoft Visual Basic code.
<b>ALT+SHIFT+Function key</b>	
<b>ALT+Shift+F1</b>	Go to the previous field.
<b>ALT+Shift+F2</b>	Choose the Save command (Microsoft Office Button ).
<b>ALT+Shift+F7</b>	Display the Research task pane.
<b>ALT+Shift+F9</b>	Run GOTOBUTTON or MACROBUTTON from the field that displays the field results.
<b>ALT+Shift+F10</b>	Display a menu or message for a smart tag.
<b>CTRL+ALT+Function key</b>	
<b>CTRL+ALT+F1</b>	Display Microsoft System Information.
<b>CTRL+ALT+F2</b>	Choose the Open command (Microsoft Office Button ).

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**Ying-Ying Zheng**



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