

Word Keyboard Shortcuts (PC Version)

Quick Reference Guide

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Common

| | |
|---------------------------------------|------------------------|
| Adjust Zoom Magnification | ALT, W, Q |
| Align text left/right | CTRL, L or R |
| Apply bold formatting | CTRL, B |
| Apply italic formatting | CTRL, I |
| Apply underline formatting | CTRL, U |
| Cancel command | ESC |
| Center text | CTRL, E |
| Close document | CTRL, W |
| Close Word | ALT, F4 |
| Copy selection | CTRL, C |
| Create new document | CTRL, N |
| Cut selected content | CTRL, X |
| Decrease/increase font size (1 point) | CTRL, [or] |
| Find next spelling/grammatical error | ALT, F7 |
| Open document | CTRL, O |
| Open Editor pane (Spelling/Grammar) | F7 |
| Open Help pane | F1 |
| Open Thesaurus pane | SHIFT, F7 |
| Paste selection | CTRL, V |
| Print document | CTRL, P |
| Redo action | CTRL, Y |
| Remove document window split | ALT, SHIFT, C |
| Save As dialog box | F12 |
| Save document | CTRL, S |
| Select all document content | CTRL, A |
| Split document window | CTRL, ALT, S |
| Switch to next open document | CTRL, F6 |
| Switch to previous open document | CTRL, SHIFT, F6 |
| Undo action | CTRL, Z |

Editing Text and Graphics

| | |
|--|-------------------------------|
| Copy header/footer (previous section) | ALT, SHIFT, R |
| Copy selection to new location | SHIFT, F2, Move, ENTER |
| Copy selected formatting* | CTRL, ALT, C |
| Copy selection | CTRL, C |
| Create new Building Block from selection | ALT, F3 |
| Cut selection | CTRL, X |
| Delete one word to left | CTRL, BACKSPACE |

* Older versions use **CTRL, SHIFT, C**

| | |
|---|--------------------------------|
| Delete one word to right | CTRL, DELETE |
| Display Object dialog box | ALT, N, J, J |
| Display Find/Replace dialog box | CTRL, H |
| Insert Building Block | Building Block Name, F3 |
| Insert SmartArt graphic | ALT, N, M |
| Insert WordArt graphic | ALT, N, W |
| Move selected content | F2, Move cursor, ENTER |
| Open Clipboard task pane | ALT, H, E, O |
| Paste selected formatting* | CTRL, ALT, V |
| Paste selection | CTRL, V |
| *Older versions use CTRL, SHIFT, V | |

Formatting Characters

| | |
|---|----------------------------------|
| Add bulleted list | CTRL, SHIFT, L |
| Apply bold formatting | CTRL, B |
| Apply double underline formatting | CTRL, SHIFT, D |
| Apply italic formatting | CTRL, I |
| Apply small caps formatting | CTRL, SHIFT, K |
| Apply subscript formatting | CTRL, = |
| Apply superscript formatting | CTRL, SHIFT, + |
| Apply underline formatting | CTRL, U |
| Apply underline formatting (words only) | CTRL, SHIFT, W |
| Change selected text to Symbol font | CTRL, SHIFT, Q |
| Change text to all upper case | CTRL, SHIFT, A |
| Decrease/increase font size (1 pt) | CTRL, [or] |
| Decrease/increase font size (2 pts) | CTRL, SHIFT, < or > |
| Display Font dialog box | CTRL, D |
| Display nonprinting characters* | CTRL, SHIFT, 8 |
| Display Reveal Formatting task pane | SHIFT, F1 |
| Hide selected text | CTRL, SHIFT, H |
| Remove manual character formatting | CTRL, SPACE |
| Switch between upper/lower/title case | SHIFT, F3 |

* Do not use numeric keypad

Formatting Paragraphs

| | |
|-------------------------------------|-----------------------|
| Add/remove space before paragraph | CTRL, 0 (zero) |
| Align paragraph to left | CTRL, L |
| Align paragraph to right | CTRL, R |
| Apply 1.5-line spacing to paragraph | CTRL, 5 |
| Apply double spacing to paragraph | CTRL, 2 |

GUIDE KEY

| NEXT TO ONE, ANOTHER | SEPARATED BY COMMAS |
|------------------------|---|
| CTRL, C | ALT, S, O, N |
| Press together (C+S+C) | Press and release one at a time, in order |

| | |
|-----------------------------------|----------------------------|
| Apply single spacing to paragraph | CTRL, 1 |
| Apply style: Heading 1 to 3 | CTRL, ALT, 1-3 |
| Apply style: Normal | CTRL, SHIFT, N |
| Center paragraph | CTRL, E |
| Create hanging indent | CTRL, T |
| Display Apply Styles task pane | CTRL, SHIFT, S |
| Display Styles task pane | CTRL, ALT, SHIFT, S |
| Enable AutoFormat | CTRL, ALT, K |
| Indent paragraph | CTRL, M |
| Justify paragraph | CTRL, J |
| Remove hanging indent | CTRL, SHIFT, T |
| Remove paragraph formatting | CTRL, Q |
| Remove paragraph indent | CTRL, SHIFT, M |

Mail Merges (Mailings tab must be selected)

| | |
|--|-------------------------|
| Edit mail merge data document | ALT, SHIFT, E |
| Go to next field | F11 |
| Go to previous field | SHIFT, F11 |
| Insert DATE field | ALT, SHIFT, D |
| Insert empty field | CTRL, F9 |
| Insert LISTNUM field | CTRL, ALT, L |
| Insert merge field | ALT, SHIFT, F |
| Insert PAGE field | ALT, SHIFT, P |
| Insert TIME field | ALT, SHIFT, T |
| Lock field | CTRL, F11 |
| Merge document | ALT, SHIFT, N |
| Preview mail merge | ALT, SHIFT, K |
| Print merged document | ALT, SHIFT, M |
| Toggle all field codes and their results | ALT, F9 |
| Toggle single field code and its result | SHIFT, F9 |
| Unlink field | CTRL, SHIFT, F9 |
| Unlock field | CTRL, SHIFT, F11 |
| Update selected fields or links | F9 |

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Microsoft 2013 Shortcuts Guide

Joe Kraynak



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The Shortcut Guide to Storage Considerations for Microsoft SharePoint Don Jones, 2011-12

Microsoft Office 2016: The Complete Guide Stewart Melart, 2015-11-12

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The Complete Idiot's Guide to Microsoft Office 97 Joe Kraynak, 1998 You're a smart person who wants to stay ahead in the corporate world You know that using Office 97 is what you need to do but that could mean struggling through piles of technical manuals Push aside those overweight books The Complete Idiot's Guide to Microsoft Office 97 Second Edition feeds you a low fat diet of Office 97 that's easy to swallow and easy to digest Its lighthearted approach is perfect for new and experienced users who need to quickly take advantage of the best that Office 97 has to offer So bypass fat heavy books Learning to be productive and efficient in Office will be a breeze

Microsoft Office 2013 Essentials Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Beezix Software Services, Inc, 2013-02-07 Laminated quick reference card showing step by step instructions and shortcuts for how to use features of Microsoft Office 2013 that are common to Word Excel Drag Drop Changing Text Font and Size Enhancing Text Bold Italic Formatting with the Mini Toolbar Undoing Redoing Actions Repeating an Action Changing AutoCorrect Behavior Adding Pictures Adding SmartArt Working with Windows Switching between Open Windows Arranging Multiple Windows Saving a PDF Sending a Document as an E mail Attachment PDF or Link File Formats Compatibility with Previous Versions Also includes a list of keyboard shortcuts common to Word Excel PowerPoint

A Guide to Microsoft Office XP Professional for Windows Bruce Presley, 2002

Absolute Beginner's Guide to Microsoft Office Access 2003 Mike Gunderloy, Susan Sales Harkins, 2003 Provides an overview of the features and functions of the program discussing such topics as building queries importing and exporting data creating reports securing a database and distributing an Access application

Quick Reference Guide for Microsoft Office for Windows 95, 1996

Microsoft Office Advanced Concepts and Techniques Gary B. Shelly, Thomas J. Cashman, 1995 Microsoft Word 6 for windows Microsoft Excel 5 Microsoft Access 2 Microsoft powerpoint 4

The Compact Guide to Microsoft Office Professional Ron Mansfield, 1994 An all in one one stop guide to Microsoft's popular program suite this book explores the essentials of Word 6 for Windows Excel 5 PowerPoint 4 Access 2 and Mail and

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Microsoft Office XP Developer's Guide Microsoft Corporation,2001 Exploit powerfully enhanced programmability in Office XP with authoritative information straight from the Microsoft Office development team This hardcore programming reference comes packed with practical roll up your sleeves resources to help you maximize your productivity with development tools for Microsoft Office including the Microsoft Visual Basic RM 6 0 and Microsoft Visual C RM development systems This guide includes coverage of Workflow Solutions for Microsoft SQL Server TM and Microsoft Exchange offering both design and coding examples plus API level coding examples It also covers enhanced support in Microsoft Office XP for Web enabled information sharing and XML Use this incisive coverage to build on what you know and to accomplish everything from automating individual tasks to creating complex vertical market applications Each chapter presents dozens of code examples that illustrate the discussion And the companion CD ROM contains hundreds of procedures you can use right now helping you to focus your creativity on designing solutions rather than on building rudimentary code It s everything you need to create better business solutions faster **Windows NT Scripting Administrator's Guide** William R.

Stanek,1999 In this concise professional reference expert author Stanek introduces readers to Scripting Host the new automation feature and shows how to put it to work with the VBScript or JScript scripting languages In addition Stanek thoroughly explains how to use the older Windows NT shell command language to automate tasks not yet possible with Windows Scripting Host The Compact Guide to Microsoft Office Ron Mansfield,1994 An all in one one stop guide to Microsoft s popular program suite It explores the essentials of Word for Windows Excel PowerPoint and Mail Both an

illustrated tutorial and reference the guide introduces readers to each of the component products and offers information on everything from working in the Windows environment to producing integrated documents that combine spreadsheets graphics and text Integrated Software *Microsoft Office 2003 - Illustrated Introductory, Premium Edition* Jennifer

Duffy,David Beskeen,Elizabeth Eisner Reding,Lisa Friedrichsen,Carol M. Cram,2006-02 The Illustrated Series offers a highly visual easy to follow approach to learning Office 2003 skills This Premium Edition offers an integrated training solution to help students learn and reinforce key Office skills Shortcuts for Microsoft Office 2013, 2010 and 2007 Quick Reference Guide (Cheat Sheet of Keyboard Shortcuts- Laminated Card) Beezix Software Services,2014-06-20 Laminated quick reference

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know how to do everything This solutions oriented resource will show readers how to get the most out of all the features Outlook has to offer Manage personal information use all the e mail functions keep the calendar current and more

Microsoft Office for Windows 95 Resource Kit Microsoft Corporation, 1995 This exclusive Microsoft collection provides a detailed technical resource on Office for Windows 95 and its component applications for system administrators and other computer professionals rolling out and administering Office 95 throughout an organization whether for local or distributed installations Valuable source code tools and utilities are included on three disks **Microsoft PowerPoint 2002** Gary B. Shelly, Thomas J. Cashman, Susan L. Sebok, 2002 Part of the highly successful Shelly Cashman Series this book provides comprehensive instruction on PowerPoint 2002

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