

# Word Keyboard Shortcuts (PC Version)

## Quick Reference Guide

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### Common

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

### Editing Text and Graphics

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

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

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

### Formatting Characters

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

\* Do not use numeric keypad

### Formatting Paragraphs

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

### GUIDE KEY

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

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

### Mail Merges (Mailings tab must be selected)

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

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# Microsoft 2015 Shortcuts Guide

**Nancy Stevenson, Nancy Muir, Jan S.  
Smith, Mark L. Chambers**



## **Microsoft 2015 Shortcuts Guide:**

*Peter Norton's Complete Guide to Windows XP* Peter Norton, John Paul Mueller, 1997-10-28 Peter Norton's Complete Guide to Microsoft Windows XP is a comprehensive user friendly guide written in the highly acclaimed Norton style This unique approach teaches the features of Windows XP with clear explanations of the many new technologies designed to improve your system performance The book demonstrates all of the newest features available for increasing your OS performance You will find Peter's Principles communications networking printing performance troubleshooting and compatibility tips throughout the book Whether you're just starting out or have years of experience Peter Norton's Guide to Microsoft Windows XP has the answers explanations and examples you need Special Edition Using Microsoft Office Excel 2007 Bill Jelen, 2002-12-05 THE ONLY EXCEL BOOK YOU NEED We crafted this book to grow with you providing the reference material you need as you move toward Excel proficiency and use of more advanced features If you buy only one book on Excel Special Edition Using Microsoft Office Excel 2007 is the book you need Does your life play out in a spreadsheet Do numbers in columns and rows make or break you in the work world Tired of having numbers kicked in your face by other Excel power users who make your modest spreadsheets look paltry compared to their fancy charts and pivot tables If you answered yes to any of these questions Special Edition Using Microsoft Office Excel 2007 is the book that will make it all better Learn quickly and efficiently from a true Excel master using the tried and true Special Edition Using formula for success Here you'll find information that's undocumented elsewhere even in Microsoft's own Help systems You'll learn from finely crafted real life examples built by an author who lives and dies by the integrity of his spreadsheets Excel's backbone is its formulas and functions Master those and you will master your spreadsheets Special Edition Using Microsoft Office Excel 2007 provides more down and dirty help with your formulas and functions than you'll find in any other book See how it's done in real life Don't settle for lame pivot table and chart examples found in other books This book provides beautifully detailed examples that not only show you how it should be done but how to be the local worksheet hero **KeyBoard Shortcuts Guide Microsoft Applications for Widows** Evgenia Naumchenko, 2017-10-13 This book is an extensive Shortcut guide for all the important Microsoft applications Microsoft Excel Microsoft Word Microsoft Outlook Microsoft Access Microsoft OneNote and many others **Computer Shortcuts (Speedy Study Guides)** MDK Publishing, 2015-04-28 Toggle between programs and lessen your time at the computer but without sacrificing the quality of your work This is very much possible through the use of computer shortcuts But with many shortcut key combination performing different functions you will need a guide to be reminded of all those This quick study guide offers a refresher on all computer shortcuts *Mike Meyers' A+ Guide: PC Technician (Exams 220-602, 220-603, & 220-604)* Michael Meyers, 2007-07-12 Essential Skills for a Successful IT Career Mike Meyers the leading authority on CompTIA A training and certification has helped hundreds of thousands of people master the skills covered on the CompTIA A exams and now he can help you too Completely updated for the new

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**Pro Expression Blend 4** Andrew Troelsen,2011-07-14 Pro Expression Blend 4 is for NET developers and graphical artists who want to learn the ins and outs of the Expression Blend integrated development environment You may know already that this tool can be used to build Windows Presentation Foundation WPF Silverlight and Windows Phone 7 applications however this book will take you well beyond the basics and provide you with a detailed examination of key Blend topics including workspace customization graphics layout styles themes data binding and the use of SketchFlow giving you an excellent understanding of the Blend product and what it can do for you Over the course of these eight chapters you will learn numerous techniques to simplify the authoring of XAML using Blend These include Transforming a vector graphic into a custom control template with a few clicks of the mouse Generating complex animations using an integrated timeline editor Visually designing interactive data templates Creating prototypes via SketchFlow that can be transformed into production level code Throughout Pro Expression Blend 4 you ll work with both Blend and NET code to finalize fully functional projects that will provide both valuable insights and a sound foundation for your future WPF and Silverlight projects Each chapter will give you ample opportunity to build NET software using Blend However this is not a programming book per se While some examples will require a manageable amount of C code this book is squarely focused on helping you gain mastery over the numerous tools editors designers and wizards of the Microsoft Expression Blend IDE

**The ABC's of Microsoft Internet Explorer 3** John Ross,1996 Aimed at the consumer who is familiar with Windows 95 but not with Internet Explorer this book focuses on providing clear and concise instructions for maximizing the readers time on the Net It offers an alternative to the person in the next cube who might otherwise be consulted for help

*iWork - Numbers ,* Adaptive Technology for the Internet Barbara T. Mates,Doug Wakefield,Judith M. Dixon,2000 This work demonstrates how to make electronic information resources available to people with disabilities The authors offer advice on

technologies including screen readers Braille screens voice recognition systems hearing assistance devices and HTML coding for accessibility In addition to product descriptions they cover the infrastructure issues like funding and staff training A listing of adaptive technology programmes in libraries around America is provided

**Mike Meyers' A+ Guide: Essentials (Exam 220-601)** Mike Meyers,2007-04-22 Essential Skills for a Successful IT Career Mike Meyers the leading authority on CompTIA A training and certification has helped hundreds of thousands of people master the skills covered on the CompTIA A Essentials exam and now he can help you too Completely updated for the new CompTIA A standards Mike Meyers CompTIA A Guide Essentials will help you pass CompTIA A exam 220 601 and become an expert hardware technician Inside you ll find helpful on the job tips end of chapter practice questions and hundreds of photographs and illustrations Covers all CompTIA A Essentials Exam Topics Including CPUs and RAM CMOS and BIOS settings Expansion bus Motherboards Power supplies Hard drives Removable media Windows 2000 Professional and Windows XP Input output ports Video cards Portable PCs PDAs and wireless technologies Printers Networks Security The CD ROM Features Two full practice exams covering the CompTIA A Essentials exam One hour of LearnKey video training featuring Mike Meyers teaching key CompTIA A topics Electronic copy of the book Complete exam objective map List of official CompTIA A acronyms Useful tools and utilities for PC technicians Each Chapter Includes Learning objectives Photographs and illustrations Real world examples Try This and Cross Check exercises Tech tips notes and warnings End of chapter quizzes and lab projects

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