

## Word 2010: Quick Keystrokes for Commands

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Command Name	Modifiers	Key
All Caps	Ctrl+Shift+	A
App Restore	Alt+	F5
Auto Format	Alt+Ctrl+	K
Bold	Ctrl+	B
Bold	Ctrl+Shift+	B
Bookmark	Ctrl+Shift+	F5
Browse Next	Ctrl+	Page Down
Browse Prev	Ctrl+	Page Up
Browse Sel	Alt+Ctrl+	Home
Cancel		Esc
Change Case	Shift+	F3
Char Left		Left
Char Left Extend	Shift+	Left
Char Right		Right
Char Right Extend	Shift+	Right
Clear		Del
Close Pane	Alt+Shift+	C
Column Break	Ctrl+Shift+	Return
Column Select	Ctrl+Shift+	F8
Copy	Ctrl+	C
Copy	Ctrl+	Insert
Copy Format	Ctrl+Shift+	C
CopyToFrom	Shift+	F2
Create Auto Text	Alt+	F3
Customize Keyboard Shortcut	Alt+Ctrl+	Num +
Cut	Ctrl+	X
Cut	Shift+	Del
Date Field	Alt+Shift+	D
Delete Back Word	Ctrl+	Backspace
Delete Word	Ctrl+	Del

<b>Command Name</b>	<b>Modifiers</b>	<b>Key</b>
<b>Distribute Para</b>	Ctrl+Shift+	J
<b>Do Field Click</b>	Alt+Shift+	F9
<b>Doc Close</b>	Ctrl+	W
<b>Doc Close</b>	Ctrl+	F4
<b>Doc Maximize</b>	Ctrl+	F10
<b>Doc Move</b>	Ctrl+	F7
<b>Doc Restore</b>	Ctrl+	F5
<b>Doc Size</b>	Ctrl+	F8
<b>Doc Split</b>	Alt+Ctrl+	S
<b>Double Underline</b>	Ctrl+Shift+	D
<b>Edit</b>	Alt+Shift+	R
<b>End of Column</b>	Alt+	Page Down
<b>End of Column</b>	Alt+Shift+	Page Down
<b>End of Doc Extend</b>	Ctrl+Shift+	End
<b>End of Document</b>	Ctrl+	End
<b>End of Line</b>		End
<b>End of Line Extend</b>	Shift+	End
<b>End of Row</b>	Alt+	End
<b>End of Row</b>	Alt+Shift+	End
<b>End of Window</b>	Alt+Ctrl+	Page Down
<b>End of Window Extend</b>	Alt+Ctrl+Shift+	Page Down
<b>Endnote</b>	Alt+Ctrl+	D
<b>Equation Toggle</b>	Alt+	=
<b>Extend Selection</b>		F8
<b>Field Codes</b>	Alt+	F9
<b>File Close or Exit</b>	Alt+	F4
<b>Font</b>	Ctrl+Shift+	F
<b>Font Formatting</b>	Ctrl+	D
<b>Font Size Select</b>	Ctrl+Shift+	P
<b>Footnote</b>	Alt+Ctrl+	F
<b>Formatting Pane</b>	Alt+Ctrl+Shift+	S

<b>Command Name</b>	<b>Modifiers</b>	<b>Key</b>
<b>Formatting Properties</b>	Shift+	F1
<b>Go Back</b>	Shift+	F5
<b>Go Back</b>	Alt+Ctrl+	Z
<b>Go To</b>	Ctrl+	G
<b>Go To</b>		F5
<b>Grow Font</b>	Ctrl+Shift+	.
<b>Grow Font One Point</b>	Ctrl+	]
<b>Hanging Indent</b>	Ctrl+	T
<b>Help</b>		F1
<b>HHC</b>	Alt+Ctrl+	F7
<b>Hidden</b>	Ctrl+Shift+	H
<b>Highlight</b>	Alt+Ctrl+	H
<b>Hyperlink</b>	Ctrl+	K
<b>Indent</b>	Ctrl+	M
<b>Insert Building Block</b>		F3
<b>Insert Building Block</b>	Alt+Ctrl+Shift+	V
<b>Insert Comment</b>	Alt+Ctrl+	M
<b>Insert Field</b>	Ctrl+	F9
<b>Insert Spike</b>	Ctrl+Shift+	F3
<b>Italic</b>	Ctrl+	I
<b>Italic</b>	Ctrl+Shift+	I
<b>Line Down</b>		Down
<b>Line Down Extend</b>	Shift+	Down
<b>Line Up</b>		Up
<b>Line Up Extend</b>	Shift+	Up
<b>List Num Field</b>	Alt+Ctrl+	L
<b>Lock Fields</b>	Ctrl+	3
<b>Lock Fields</b>	Ctrl+	F11
<b>Macro</b>	Alt+	F8
<b>Mail Merge Check</b>	Alt+Shift+	K
<b>Mail Merge Edit Data Source</b>	Alt+Shift+	E

<b>Command Name</b>	<b>Modifiers</b>	<b>Key</b>
<b>Mail Merge to Doc</b>	Alt+Shift+	N
<b>Mail Merge to Printer</b>	Alt+Shift+	M
<b>Mark Citation</b>	Alt+Shift+	I
<b>Mark Index Entry</b>	Alt+Shift+	X
<b>Mark Table of Contents Entry</b>	Alt+Shift+	O
<b>Merge Field</b>	Alt+Shift+	F
<b>Microsoft System Info</b>	Alt+Ctrl+	F1
<b>Move</b>		F2
<b>Nav Pane Search</b>	Ctrl+	F
<b>New Default</b>	Ctrl+	N
<b>Next Field</b>		F11
<b>Next Field</b>	Alt+	F1
<b>Next Misspelling</b>	Alt+	F7
<b>Next Object</b>	Alt+	Down
<b>Next Pane</b>		F6
<b>Next Window</b>	Ctrl+	F6
<b>Next Window</b>	Alt+	F6
<b>Normal</b>	Alt+Ctrl+	N
<b>Normal Style</b>	Ctrl+Shift+	N
<b>Normal Style</b>	Alt+Shift+	Clear (Num 5)
<b>Open</b>	Ctrl+	O
<b>Open</b>	Ctrl+	F12
<b>Open</b>	Alt+Ctrl+	F2
<b>Open or Close Up Para</b>	Ctrl+	O
<b>Outline</b>	Alt+Ctrl+	O
<b>Outline Collapse</b>	Alt+Shift+	-
<b>Outline Collapse</b>	Alt+Shift+	Num -
<b>Outline Demote</b>	Alt+Shift+	Right
<b>Outline Expand</b>	Alt+Shift+	=
<b>Outline Expand</b>	Alt+Shift+	Num +
<b>Outline Move Down</b>	Alt+Shift+	Down

<b>Command Name</b>	<b>Modifiers</b>	<b>Key</b>
<b>Outline Move Up</b>	Alt+Shift+	Up
<b>Outline Promote</b>	Alt+Shift+	Left
<b>Outline Show First Line</b>	Alt+Shift+	L
<b>Page</b>	Alt+Ctrl+	P
<b>Page Break</b>	Ctrl+	Return
<b>Page Down</b>		Page Down
<b>Page Down Extend</b>	Shift+	Page Down
<b>Page Field</b>	Alt+Shift+	P
<b>Page Up</b>		Page Up
<b>Page Up Extend</b>	Shift+	Page Up
<b>Para Down</b>	Ctrl+	Down
<b>Para Down Extend</b>	Ctrl+Shift+	Down
<b>Para Up</b>	Ctrl+	Up
<b>Para Up Extend</b>	Ctrl+Shift+	Up
<b>Paragraph Alignment</b>	Ctrl+	E
<b>Paragraph Alignment</b>	Ctrl+	J
<b>Paragraph Alignment</b>	Ctrl+	R
<b>Paragraph Alignment</b>	Ctrl+	L
<b>Paragraph Formatting</b>	Ctrl+	Q
<b>Paragraph Spacing</b>	Ctrl+	2
<b>Paragraph Spacing</b>	Ctrl+	5
<b>Paragraph Spacing</b>	Ctrl+	1
<b>Paste</b>	Ctrl+	V
<b>Paste</b>	Shift+	Insert
<b>Paste Format</b>	Ctrl+Shift+	V
<b>Paste Special</b>	Alt+Ctrl+	V
<b>Prev Field</b>	Shift+	F11
<b>Prev Field</b>	Alt+Shift+	F1
<b>Prev Object</b>	Alt+	Up
<b>Prev Pane</b>	Shift+	F6
<b>Prev Window</b>	Ctrl+Shift+	F6

<b>Command Name</b>	<b>Modifiers</b>	<b>Key</b>
<b>Prev Window</b>	Alt+Shift+	F6
<b>Print</b>	Ctrl+	P
<b>Print</b>	Ctrl+	F2
<b>Print</b>	Ctrl+Shift+	F12
<b>Print</b>	Alt+Ctrl+	I
<b>Proofing</b>		F7
<b>Redo</b>	Alt+Shift+	Backspace
<b>Redo or Repeat</b>	Ctrl+	Y
<b>Redo or Repeat</b>		F4
<b>Redo or Repeat</b>	Alt+	Return
<b>Repeat Find</b>	Shift+	F4
<b>Repeat Find</b>	Alt+Ctrl+	Y
<b>Replace</b>	Ctrl+	H
<b>Research Lookup</b>	Ctrl+Shift+	O
<b>Reset Char</b>	Ctrl+	Space
<b>Reset Char</b>	Ctrl+Shift+	Z
<b>Revision Marks Toggle</b>	Ctrl+Shift+	E
<b>Save</b>	Ctrl+	S
<b>Save</b>	Shift+	F12
<b>Save</b>	Alt+Shift+	F2
<b>Save As</b>		F12
<b>Select All</b>	Ctrl+	A
<b>Select All</b>	Ctrl+	Clear (Num 5)
<b>Select All</b>	Ctrl+	Num 5
<b>Select Table</b>	Alt+	Clear (Num 5)
<b>Show All</b>	Ctrl+Shift+	8
<b>Show All Headings</b>	Alt+Shift+	A
<b>Show All Headings</b>	Alt+Shift+	A
<b>Show Heading1</b>	Alt+Shift+	1
<b>Show Heading2</b>	Alt+Shift+	2
<b>Show Heading3</b>	Alt+Shift+	3

<b>Command Name</b>	<b>Modifiers</b>	<b>Key</b>
Show Heading4	Alt+Shift+	4
Show Heading5	Alt+Shift+	5
Show Heading6	Alt+Shift+	6
Show Heading7	Alt+Shift+	7
Show Heading8	Alt+Shift+	8
Show Heading9	Alt+Shift+	9
Shrink Font	Ctrl+Shift+	,
Shrink Font One Point	Ctrl+	[
Shrink Selection	Shift+	F8
Small Caps	Ctrl+Shift+	K
Spike	Ctrl+	F3
Start of Column	Alt+	Page Up
Start of Column	Alt+Shift+	Page Up
Start of Doc Extend	Ctrl+Shift+	Home
Start of Document	Ctrl+	Home
Start of Line		Home
Start of Line Extend	Shift+	Home
Start of Row	Alt+	Home
Start of Row	Alt+Shift+	Home
Start of Window	Alt+Ctrl+	Page Up
Start of Window Extend	Alt+Ctrl+Shift+	Page Up
Style	Alt+Ctrl+	1
Style	Alt+Ctrl+	2
Style	Alt+Ctrl+	3
Style	Ctrl+Shift+	L
Style Apply Pane	Ctrl+Shift+	S
Style Separator	Alt+Ctrl+	Return
Subscript	Ctrl+	=
Superscript	Ctrl+Shift+	=
Symbol Font	Ctrl+Shift+	Q
Thesaurus RR	Shift+	F7

<b>Command Name</b>	<b>Modifiers</b>	<b>Key</b>
<b>Time Field</b>	Alt+Shift+	T
<b>Toggle Character Code</b>	Alt+	X
<b>Toggle Field Display</b>	Shift+	F9
<b>Toggle Master Subdocs</b>	Ctrl+	\
<b>Toggle Ribbon</b>	Ctrl+	F1
<b>Toggle XMLTag View</b>	Ctrl+Shift+	X
<b>Translate Pane</b>	Alt+Shift+	F7
<b>Un Hang</b>	Ctrl+Shift+	T
<b>Un Indent</b>	Ctrl+Shift+	M
<b>Underline</b>	Ctrl+	U
<b>Underline</b>	Ctrl+Shift+	U
<b>Undo</b>	Ctrl+	Z
<b>Undo</b>	Alt+	Backspace
<b>Unlink Fields</b>	Ctrl+	6
<b>Unlink Fields</b>	Ctrl+Shift+	F9
<b>Unlock Fields</b>	Ctrl+	4
<b>Unlock Fields</b>	Ctrl+Shift+	F11
<b>Update Auto Format</b>	Alt+Ctrl+	U
<b>Update Fields</b>		F9
<b>Update Fields</b>	Alt+Shift+	U
<b>Update Source</b>	Ctrl+Shift+	F7
<b>VBCode</b>	Alt+	F11
<b>Web Go Back</b>	Alt+	Left
<b>Web Go Forward</b>	Alt+	Right
<b>Word Count List</b>	Ctrl+Shift+	G
<b>Word Count Recount</b>	Ctrl+Shift+	R
<b>Word Left</b>	Ctrl+	Left
<b>Word Left Extend</b>	Ctrl+Shift+	Left
<b>Word Right</b>	Ctrl+	Right
<b>Word Right Extend</b>	Ctrl+Shift+	Right
<b>Word Underline</b>	Ctrl+Shift+	W