

Command	Shortcut Keys
All Caps	CTRL+SHIFT+A
Annotation	ALT+CTRL+M
App Maximize	ALT+F10
App Restore	ALT+F5
Apply Heading1	ALT+CTRL+1
Apply Heading2	ALT+CTRL+2
Apply Heading3	ALT+CTRL+3
Apply List Bullet	CTRL+SHIFT+L
Auto Format	ALT+CTRL+K
Auto Text	F3 or ALT+CTRL+V
Bold	CTRL+B or CTRL+SHIFT+B
Bookmark	CTRL+SHIFT+F5
Browse Next	CTRL+PAGE DOWN
Browse Previous	CTRL+PAGE UP
Browse Sel	ALT+CTRL+HOME
Cancel	ESC
Center Para	CTRL+E
Change Case	SHIFT+F3
Char Left	LEFT
Char Left Extend	SHIFT+LEFT
Char Right	RIGHT
Char Right Extend	SHIFT+RIGHT
Clear	DELETE
Close or Exit	ALT+F4
Close Pane	ALT+SHIFT+C
Column Break	CTRL+SHIFT+ENTER
Column Select	CTRL+SHIFT+F8
Copy	CTRL+C or CTRL+INSERT
Copy Format	CTRL+SHIFT+C
Copy Text	SHIFT+F2
Create Auto Text	ALT+F3
Customize Add Menu	ALT+CTRL+=
Customize Keyboard	ALT+CTRL+NUM +
Customize Remove Menu	ALT+CTRL+-
Cut	CTRL+X or SHIFT+DELETE
Date Field	ALT+SHIFT+D
Delete Back Word	CTRL+BACKSPACE
Delete Word	CTRL+DELETE
Dictionary	ALT+SHIFT+F7
Do Field Click	ALT+SHIFT+F9
Doc Close	CTRL+W or CTRL+F4
Doc Maximize	CTRL+F10
Doc Move	CTRL+F7
Doc Restore	CTRL+F5
Doc Size	CTRL+F8
Doc Split	ALT+CTRL+S
Double Underline	CTRL+SHIFT+D
End of Column	ALT+PAGE DOWN
End of Column	ALT+SHIFT+PAGE DOWN
End of Doc Extend	CTRL+SHIFT+END
End of Document	CTRL+END
End of Line	END
End of Line Extend	SHIFT+END
End of Row	ALT+END
End of Row	ALT+SHIFT+END
End of Window	ALT+CTRL+PAGE DOWN
End of Window Extend	ALT+CTRL+SHIFT+PAGE DOWN

Command	Shortcut Keys
Endnote Now	ALT+CTRL+D
Extend Selection	F8
Field Chars	CTRL+F9
Field Codes	ALT+F9
Find	CTRL+F
Font	CTRL+D or CTRL+SHIFT+F
Font Size Select	CTRL+SHIFT+P
Footnote Now	ALT+CTRL+F
Go Back	SHIFT+F5 or ALT+CTRL+Z
Go To	CTRL+G or F5
Grow Font	CTRL+SHIFT+.
Grow Font One Point	CTRL+]
Hanging Indent	CTRL+T
Header Footer Link	ALT+SHIFT+R
Help	F1
Hidden	CTRL+SHIFT+H
Hyperlink	CTRL+K
Indent	CTRL+M
Italic	CTRL+I or CTRL+SHIFT+I
Justify Para	CTRL+J
Left Para	CTRL+L
Line Down	DOWN
Line Down Extend	SHIFT+DOWN
Line Up	UP
Line Up Extend	SHIFT+UP
List Num Field	ALT+CTRL+L
Lock Fields	CTRL+3 or CTRL+F11
Macro	ALT+F8
Mail Merge Check	ALT+SHIFT+K
Mail Merge Edit Data Source	ALT+SHIFT+E
Mail Merge to Doc	ALT+SHIFT+N
Mail Merge to Printer	ALT+SHIFT+M
Mark Citation	ALT+SHIFT+I
Mark Index Entry	ALT+SHIFT+X
Mark Table of Contents Entry	ALT+SHIFT+O
Menu Mode	F10
Merge Field	ALT+SHIFT+F
Microsoft Script Editor	ALT+SHIFT+F11
Microsoft System Info	ALT+CTRL+F1
Move Text	F2
New	CTRL+N
Next Cell	TAB
Next Field	F11 or ALT+F1
Next Misspelling	ALT+F7
Next Object	ALT+DOWN
Next Window	CTRL+F6 or ALT+F6
Normal	ALT+CTRL+N
Normal Style	CTRL+SHIFT+N or ALT+SHIFT+CLEAR (NUM 5)
Open	CTRL+O or CTRL+F12 or ALT+CTRL+F2
Open or Close Up Para	CTRL+O
Other Pane	F6 or SHIFT+F6
Outline	ALT+CTRL+O
Outline Collapse	ALT+SHIFT+- or ALT+SHIFT+NUM -
Outline Demote	ALT+SHIFT+RIGHT

Command	Shortcut Keys
Outline Expand	ALT+SHIFT+=
Outline Expand	ALT+SHIFT+NUM +
Outline Move Down	ALT+SHIFT+DOWN
Outline Move Up	ALT+SHIFT+UP
Outline Promote	ALT+SHIFT+LEFT
Outline Show First Line	ALT+SHIFT+L
Overtyp	INSERT
Page	ALT+CTRL+P
Page Break	CTRL+ENTER
Page Down	PAGE DOWN
Page Down Extend	SHIFT+PAGE DOWN
Page Field	ALT+SHIFT+P
Page Up	PAGE UP
Page Up Extend	SHIFT+PAGE UP
Para Down	CTRL+DOWN
Para Down Extend	CTRL+SHIFT+DOWN
Para Up	CTRL+UP
Para Up Extend	CTRL+SHIFT+UP
Paste	CTRL+V or SHIFT+INSERT
Paste Format	CTRL+SHIFT+V
Prev Cell	SHIFT+TAB
Prev Field	SHIFT+F11 or ALT+SHIFT+F1
Prev Object	ALT+UP
Prev Window	CTRL+SHIFT+F6 or ALT+SHIFT+F6
Print	CTRL+P or CTRL+SHIFT+F12
Print Preview	CTRL+F2 or ALT+CTRL+I
Proofing	F7
Redo	ALT+SHIFT+BACKSPACE
Redo or Repeat	CTRL+Y or F4 or ALT+ENTER
Repeat Find	SHIFT+F4 or ALT+CTRL+Y
Replace	CTRL+H
Reset Char	CTRL+SPACE or CTRL+SHIFT+Z
Reset Para	CTRL+Q
Revision Marks Toggle	CTRL+SHIFT+E
Right Para	CTRL+R
Save	CTRL+S
Save As	F12
Select All	CTRL+A
Select Table	ALT+CLEAR (NUM 5)
Show All	CTRL+SHIFT+8
Show All Headings	ALT+SHIFT+A
Show Heading1	ALT+SHIFT+1
Show Heading2	ALT+SHIFT+2
Show Heading3	ALT+SHIFT+3
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+[
Small Caps	CTRL+SHIFT+K
Space Para1	CTRL+1
Space Para15	CTRL+5
Space Para2	CTRL+2
Spike	CTRL+SHIFT+F3 or CTRL+F3
Start of Column	ALT+PAGE UP

Command	Shortcut Keys
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	CTRL+SHIFT+S
Subscript	CTRL+=
Superscript	CTRL+SHIFT+=
Symbol Font	CTRL+SHIFT+Q
Thesaurus	SHIFT+F7
Time Field	ALT+SHIFT+T
Toggle Field Display	SHIFT+F9
Toggle Master Subdocs	CTRL+\
Tool	SHIFT+F1
Un Hang	CTRL+SHIFT+T
Un Indent	CTRL+SHIFT+M
Underline	CTRL+U or CTRL+SHIFT+U
Undo	CTRL+Z or ALT+BACKSPACE
Unlink Fields	CTRL+6 or CTRL+SHIFT+F9
Unlock Fields	CTRL+4 or CTRL+SHIFT+F11
Update Auto Format	ALT+CTRL+U
Update Fields	F9 or ALT+SHIFT+U
Update Source	CTRL+SHIFT+F7
VBCode	ALT+F11
Web Go Back	ALT+LEFT
Web Go Forward	ALT+RIGHT
Word Left	CTRL+LEFT
Word Left Extend	CTRL+SHIFT+LEFT
Word Right	CTRL+RIGHT
Word Right Extend	CTRL+SHIFT+RIGHT
Word Underline	CTRL+SHIFT+W