

MS Word Keyboard Shortcuts - PC

Command Name	Modifiers	Key	Menu
About			Help
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	
Arrange All			Window
Auto Correct			Tools
Auto Fit Content			Toolbar 32782
Auto Fit Fixed			Toolbar 32782
Auto Fit Window			Toolbar 32782
Auto Format	Alt+Ctrl+	K	
Auto Format Begin			Format
Auto Summarize Begin			Tools
Auto Text		F3	
Auto Text	Alt+Ctrl+	V	
Background Fill Effect			Format Background
Background More Colors			Format Background
Background Watermark			Format Background
Bold	Ctrl+	B	
Bold	Ctrl+Shift+	B	
Bookmark	Ctrl+Shift+	F5	Insert
Bookshelf Lookup Reference			Tools
Break			Insert
Browse Next	Ctrl+	Page Down	
Browse Prev	Ctrl+	Page Up	
Browse Sel	Alt+Ctrl+	Home	
Busu			Language
Cancel		Esc	
Center Para	Ctrl+	E	
Change Case			Format
Change Case	Shift+	F3	
Char Left		Left	
Char Left Extend	Shift+	Left	
Char Right		Right	
Char Right Extend	Shift+	Right	
Clear		Del	Edit
Close or Exit	Alt+	F4	
Close Pane	Alt+Shift+	C	
Column Break	Ctrl+Shift+	Return	
Column Select	Ctrl+Shift+	F8	
Compare Versions			Track Changes Menu
Copy	Ctrl+	C	
Copy	Ctrl+	Insert	
Copy Format	Ctrl+Shift+	C	
Copy Text	Shift+	F2	
Create Auto Text	Alt+	F3	
Cross Reference			Insert
Customize			Tools
Customize Add Menu Shortcut	Alt+Ctrl+	=	
Customize Keyboard Shortcut	Alt+Ctrl+	Num +	
Customize Remove Menu	Alt+Ctrl+	-	

Command Name	Modifiers	Key	Menu
Shortcut			
Cut	Ctrl+	X	
Cut	Shift+	Del	
Date Field	Alt+Shift+	D	
Date Time			Insert
Delete Back Word	Ctrl+	Backspace	
Delete Column			Toolbar 32780
Delete Row			Toolbar 32780
Delete Table			Toolbar 32780
Delete Word	Ctrl+	Del	
Dictionary	Alt+Shift+	F7	
Do Field Click	Alt+Shift+	F9	
Doc Close	Ctrl+	W	
Doc Close	Ctrl+	F4	
Doc Maximize	Ctrl+	F10	
Doc Move	Ctrl+	F7	
Doc Restore	Ctrl+	F5	
Doc Size	Ctrl+	F8	
Doc Split	Alt+Ctrl+	S	Window
Double Underline	Ctrl+Shift+	D	
Draw Group			Draw
Draw Picture Automatic			Image Control
Draw Picture Black and White			Image Control
Draw Picture Grayscale			Image Control
Draw Picture Watermark			Image Control
Draw Regroup			Draw
Draw Set Arrow Style			Arrow
Draw Shadow Color			Shadow Color
Draw Shadow Customize			Shadow
Draw Shadow Semi Transparent Toggle			Shadow Color
Draw Show Auto Shapes and Drawing Toolbars			Picture Menu
Draw Snap to Grid			Draw
Draw Ungroup			Draw
Draw Word Art Align Center			WordArt Alignment
Draw Word Art Align Left			WordArt Alignment
Draw Word Art Align Letter Justify			WordArt Alignment
Draw Word Art Align Right			WordArt Alignment
Draw Word Art Align Stretch Justify			WordArt Alignment
Draw Word Art Align Word Justify			WordArt Alignment
Draw Word Art Kern			WordArt Tracking
Draw Word Art Spacing Loose			WordArt Tracking
Draw Word Art Spacing Normal			WordArt Tracking
Draw Word Art Spacing Tight			WordArt Tracking
Draw Word Art Spacing Very Loose			WordArt Tracking
Draw Word Art Spacing Very Tight			WordArt Tracking
Draw3 DColor			Extrusion Color
Draw3 DCustomize			3-D Effect
Draw3 DDepth Infinite			Extrusion Depth
Draw3 DDepth0			Extrusion Depth
Draw3 DDepth1			Extrusion Depth

Command Name	Modifiers	Key	Menu
Draw3 DDepth2			Extrusion Depth
Draw3 DDepth3			Extrusion Depth
Draw3 DDepth4			Extrusion Depth
Draw3 DLighting Flat			3-D Lighting
Draw3 DLighting Harsh			3-D Lighting
Draw3 DLighting Normal			3-D Lighting
Draw3 DParallel			Extrusion Direction
Draw3 DPerspective			Extrusion Direction
Draw3 DSurface Matte			3-D Surface Material
Draw3 DSurface Metal			3-D Surface Material
Draw3 DSurface Plastic			3-D Surface Material
Draw3 DWire Frame			3-D Surface Material
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	
Endnote Now	Alt+Ctrl+	D	
Envelope Wizard			Tools
Exit			File
Extend Selection		F8	
Field			Insert
Field Chars	Ctrl+	F9	
Field Codes	Alt+	F9	
Find	Ctrl+	F	
Fix Me			Help
Font	Ctrl+	D	
Font	Ctrl+Shift+	F	
Font Size Select	Ctrl+Shift+	P	
Footnote			Insert
Footnote Now	Alt+Ctrl+	F	
Footnotes			View
Formula			Table
Frameset Wizard			Frames Menu
Go Back	Shift+	F5	
Go Back	Alt+Ctrl+	Z	
Go To	Ctrl+	G	Edit
Go To		F5	Edit
Gridlines			Table
Grow Font	Ctrl+Shift+	.	
Grow Font One Point	Ctrl+]	
Hanging Indent	Ctrl+	T	
Hanja Dictionary			Language
Header			View
Header Footer Link	Alt+Shift+	R	
Headings			Table
Help		F1	
HHC			Language
Hidden	Ctrl+Shift+	H	
HTMLSource			View
Hyperlink	Ctrl+	K	
Hyphenation			Language
Indent	Ctrl+	M	

Command Name	Modifiers	Key	Menu
Index and Tables			Insert
Insert Column			Toolbar 32782
Insert Column Right			Toolbar 32782
Insert Row Above			Toolbar 32782
Insert Row Below			Toolbar 32782
Italic	Ctrl+	I	
Italic	Ctrl+Shift+	I	
Justify Para	Ctrl+	J	
Language			Language
Left Para	Ctrl+	L	
Letter Properties			Tools
Line Down		Down	
Line Down Extend	Shift+	Down	
Line Up		Up	
Line Up Extend	Shift+	Up	
Links			Edit
List Num Field	Alt+Ctrl+	L	
Lock Fields	Ctrl+	3	
Lock Fields	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	
Merge Revisions			Tools
Microsoft Script Editor	Alt+Shift+	F11	
Microsoft System Info	Alt+Ctrl+	F1	
Move Text		F2	
New	Ctrl+	N	File
New Window			Window
Next Field		F11	
Next Field	Alt+	F1	
Next Misspelling	Alt+	F7	
Next Object	Alt+	Down	
Next Window	Ctrl+	F6	
Next Window	Alt+	F6	
Normal	Alt+Ctrl+	N	View
Normal Style	Ctrl+Shift+	N	
Normal Style	Alt+Shift+	Clear (Num 5)	
Number			Insert
Object			Insert
Office Drawing			Picture Menu
Office On The Web			Help
Online Meeting			Online Collaboration
Open	Ctrl+	O	
Open	Ctrl+	F12	
Open	Alt+Ctrl+	F2	
Open or Close Up Para	Ctrl+	0	
Options			Tools
Other Pane		F6	
Other Pane	Shift+	F6	
Outline	Alt+Ctrl+	O	

Command Name	Modifiers	Key	Menu
Outline Collapse	Alt+Shift+	-	
Outline Collapse	Alt+Shift+	Num -	
Outline Demote	Alt+Shift+	Right	
Outline Expand	Alt+Shift+	=	
Outline Expand	Alt+Shift+	Num +	
Outline Master			View
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	View
Page Break	Ctrl+	Return	
Page Down		Page Down	
Page Down Extend	Shift+	Page Down	
Page Field	Alt+Shift+	P	
Page Numbers			Insert
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	
Paste	Shift+	Insert	
Paste As Hyperlink			Edit
Paste Format	Ctrl+Shift+	V	
Paste Special			Edit
Photo Editor Scan			Picture Menu
Post			Send To
Postcard Wizard			Tools
Present It			Send To
Prev Field	Shift+	F11	
Prev Field	Alt+Shift+	F1	
Prev Object	Alt+	Up	
Prev Window	Ctrl+Shift+	F6	
Prev Window	Alt+Shift+	F6	
Print	Ctrl+	P	
Print	Ctrl+Shift+	F12	
Print Preview	Ctrl+	F2	
Print Preview	Alt+Ctrl+	I	
Proofing		F7	
Properties			File
Protect Unprotect Document			Tools
Record Macro Toggle			Macro
Redo	Alt+Shift+	Backspace	
Redo or Repeat	Ctrl+	Y	Edit
Redo or Repeat		F4	Edit
Redo or Repeat	Alt+	Return	Edit
Repeat Find	Shift+	F4	
Repeat Find	Alt+Ctrl+	Y	
Replace	Ctrl+	H	Edit
Reset Char	Ctrl+	Space	
Reset Char	Ctrl+Shift+	Z	
Reset Para	Ctrl+	Q	
Revision Marks Toggle	Ctrl+Shift+	E	
Right Para	Ctrl+	R	
Routing Slip			Send To

Command Name	Modifiers	Key	Menu
Save	Ctrl+	S	
Save	Shift+	F12	
Save	Alt+Shift+	F2	
Save As		F12	File
Save As Web Page			File
Schedule Meeting			Online Collaboration
Select All	Ctrl+	A	Edit
Select All	Ctrl+	Clear (Num 5)	Edit
Select All	Ctrl+	Num 5	Edit
Select Cell			Toolbar 32778
Select Column			Toolbar 32778
Select Row			Toolbar 32778
Select Table	Alt+	Clear (Num 5)	Toolbar 32778
Send to Fax			Send To
Send to Online Meeting Participants			Send To
Show All	Ctrl+Shift+	8	
Show All Headings	Alt+Shift+	A	
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	
Show Hide			Help
Shrink Font	Ctrl+Shift+	,	
Shrink Font One Point	Ctrl+	[
Shrink Selection	Shift+	F8	
Small Caps	Ctrl+Shift+	K	
Sort			Table
Space Para1	Ctrl+	1	
Space Para15	Ctrl+	5	
Space Para2	Ctrl+	2	
Spike	Ctrl+Shift+	F3	
Spike	Ctrl+	F3	
Split			Table
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	Ctrl+Shift+	S	
Subscript	Ctrl+	=	
Superscript	Ctrl+Shift+	=	
Symbol Font	Ctrl+Shift+	Q	
Tabs			Format
Templates			Tools

Command Name	Modifiers	Key	Menu
Theme			Format
Thesaurus	Shift+	F7	Language
Time Field	Alt+Shift+	T	
Toggle Field Display	Shift+	F9	
Toggle Master Subdocs	Ctrl+	\	
Tool	Shift+	F1	
Toolbars			View
Un Hang	Ctrl+Shift+	T	
Un Indent	Ctrl+Shift+	M	
Underline	Ctrl+	U	
Underline	Ctrl+Shift+	U	
Undo	Ctrl+	Z	
Undo	Alt+	Backspace	
Unlink Fields	Ctrl+	6	
Unlink Fields	Ctrl+Shift+	F9	
Unlock Fields	Ctrl+	4	
Unlock Fields	Ctrl+Shift+	F11	
Update Auto Format	Alt+Ctrl+	U	
Update Fields		F9	
Update Fields	Alt+Shift+	U	
Update Source	Ctrl+Shift+	F7	
VBCode	Alt+	F11	
Versions			File
Web			View
Web Go Back	Alt+	Left	
Web Go Forward	Alt+	Right	
Web Page Preview			File
Wizard			Table
Word Count			Tools
Word Left	Ctrl+	Left	
Word Left Extend	Ctrl+Shift+	Left	
Word Perfect Help			Help
Word Right	Ctrl+	Right	
Word Right Extend	Ctrl+Shift+	Right	
Word Underline	Ctrl+Shift+	W	