

## Word 2007 Shortcuts and Function Keys

### *Common Tasks*

Task	Press
Create a non-breaking space.	CTRL+SHIFT+SPACEBAR
Create a non-breaking hyphen.	CTRL+HYPHEN
Make letters bold.	CTRL+B
Make letters italic.	CTRL+I
Make letters underline.	CTRL+U
Decrease font size one value.	CTRL+SHIFT+<
Increase font size one value.	CTRL+SHIFT+>
Decrease font size 1 point.	CTRL+[
Increase font size 1 point.	CTRL+]
Remove paragraph or character formatting.	CTRL+SPACEBAR
Copy the selected text or object.	CTRL+C
Cut the selected text or object.	CTRL+X
Paste text or an object.	CTRL+V
Paste special	CTRL+ALT+V
Paste formatting only	CTRL+SHIFT+V
Undo the last action.	CTRL+Z
Redo the last action.	CTRL+Y
Open the Word Count dialog box.	CTRL+SHIFT+G

## Working with Documents

Create, view, and save documents

Task	Press
Create a new document of the same type as the current or most recent document.	CTRL+N
Open a document.	CTRL+O
Close a document.	CTRL+W
Split the document window.	ALT+CTRL+S
Remove the document window split.	ALT+SHIFT+C
Save a document.	CTRL+S

Find, replace, and browse through text

Task	Press
Find text, formatting, and special items.	CTRL+F
Repeat find (after closing <b>Find and Replace</b> window).	ALT+CTRL+Y
Replace text, specific formatting, and special items.	CTRL+H
Go to a page, bookmark, footnote, table, comment, graphic, or other location.	CTRL+G
Switch between the last four places that you have edited.	ALT+CTRL+Z
Open a list of browse options. Press the arrow keys to select an option, and then press ENTER to browse through a document by using the selected option.	ALT+CTRL+HOME
Move to the previous edit location.	CTRL+PAGE UP
Move to the next edit location.	CTRL+PAGE DOWN

Switch to another view

Task	Press
Switch to Print Layout view.	ALT+CTRL+P
Switch to Outline view.	ALT+CTRL+O
Switch to Draft view.	ALT+CTRL+N

### Outline view

Task	Press
Promote a paragraph.	ALT+SHIFT+LEFT ARROW
Demote a paragraph.	ALT+SHIFT+RIGHT ARROW
Demote to body text.	CTRL+SHIFT+N
Move selected paragraphs up.	ALT+SHIFT+UP ARROW
Move selected paragraphs down.	ALT+SHIFT+DOWN ARROW
Expand text under a heading.	ALT+SHIFT+PLUS SIGN
Collapse text under a heading.	ALT+SHIFT+MINUS SIGN
Expand or collapse all text or headings.	ALT+SHIFT+A
Hide or display character formatting.	The slash (/) key on the numeric keypad
Show the first line of body text or all body text.	ALT+SHIFT+L
Show all headings with the Heading 1 style.	ALT+SHIFT+1
Show all headings up to Heading <i>n</i> .	ALT+SHIFT+ <i>n</i>
Insert a tab character.	CTRL+TAB

### Print and preview documents

Task	Press
Print a document.	CTRL+P
Switch in or out of print preview.	ALT+CTRL+I
Move around the preview page when zoomed in.	Arrow keys
Move by one preview page when zoomed out.	PAGE UP or PAGE DOWN
Move to the first preview page when zoomed out.	CTRL+HOME
Move to the last preview page when zoomed out.	CTRL+END

### *Edit and move text and graphics*

#### Delete text and graphics

Task	Press
Delete one character to the left.	BACKSPACE
Delete one word to the left.	CTRL+BACKSPACE
Delete one character to the right.	DELETE
Delete one word to the right.	CTRL+DELETE
Cut selected text to the Office Clipboard.	CTRL+X
Undo the last action.	CTRL+Z
Cut to the Spike.	CTRL+F3

#### Copy and move text and graphics

Task	Press
Open the Office Clipboard	Press ALT+H to move to the <b>Home</b> tab, and then press F,O.
Copy selected text or graphics to the Office Clipboard.	CTRL+C
Cut selected text or graphics to the Office Clipboard.	CTRL+X
Paste the most recent addition to the Office Clipboard.	CTRL+V
Move text or graphics once.	F2 (then move the cursor and press ENTER)
Copy text or graphics once.	SHIFT+F2 (then move the cursor and press ENTER)
When text or an object is selected, open the <b>Create New Building Block</b> dialog box.	ALT+F3
When the building block — for example, a SmartArt graphic — is selected, display the shortcut menu that is associated with it.	SHIFT+F10
Cut to the Spike.	CTRL+F3
Paste the Spike contents.	CTRL+SHIFT+F3
Copy the header or footer used in the previous section of the document.	ALT+SHIFT+R

Insert characters by using character codes

Task	Press
Insert the Unicode character for the specified Unicode (hexadecimal) character code. For example, to insert the euro currency symbol (€), type <b>20AC</b> , and then hold down ALT and press X.	<i>The character code,</i> ALT+X
Find out the Unicode character code for the selected character	ALT+X
Insert the ANSI character for the specified ANSI (decimal) character code. For example, to insert the euro currency symbol, hold down ALT and press 0128 on the numeric keypad.	ALT+ <i>the character code</i> (on the numeric keypad)

Move through your document


To move	Press
One character to the left	LEFT ARROW
One character to the right	RIGHT ARROW
One word to the left	CTRL+LEFT ARROW
One word to the right	CTRL+RIGHT ARROW
One paragraph up	CTRL+UP ARROW
One paragraph down	CTRL+DOWN ARROW
One cell to the left (in a table)	SHIFT+TAB
One cell to the right (in a table)	TAB
Up one line	UP ARROW
Down one line	DOWN ARROW
To the end of a line	END
To the beginning of a line	HOME
To the top of the window	ALT+CTRL+PAGE UP
To the end of the window	ALT+CTRL+PAGE DOWN
Up one screen (scrolling)	PAGE UP
Down one screen (scrolling)	PAGE DOWN
To the top of the next page	CTRL+PAGE DOWN
To the top of the previous page	CTRL+PAGE UP
To the end of a document	CTRL+END
To the beginning of a document	CTRL+HOME
To a previous revision	SHIFT+F5
After opening a document, to the location you were working in when the document was last closed	SHIFT+F5

### Move around in a table


To move	Press
To the next cell in a row	TAB
To the previous cell in a row	SHIFT+TAB
To the first cell in a row	ALT+HOME
To the last cell in a row	ALT+END
To the first cell in a column	ALT+PAGE UP
To the last cell in a column	ALT+PAGE DOWN
To the previous row	UP ARROW
To the next row	DOWN ARROW
One row up	ALT+SHIFT+UP ARROW
One row down	ALT+SHIFT+DOWN ARROW

### Function key reference



#### Function keys

Task	Press
Get Help or visit Microsoft Office Online.	F1
Move text or graphics.	F2
Repeat the last action.	F4
Choose the <b>Go To</b> command ( <b>Home</b> tab).	F5
Go to the next pane or frame.	F6
Choose the <b>Spelling</b> command ( <b>Review</b> tab).	F7
Extend a selection.	F8
Update the selected fields.	F9
Show KeyTips.	F10
Go to the next field.	F11
Choose the <b>Save As</b> command ( <b>Microsoft Office Button</b>  ).	F12


#### SHIFT+Function key

Task	Press
Start context-sensitive Help or reveal formatting.	SHIFT+F1
Copy text.	SHIFT+F2
Change the case of letters.	SHIFT+F3
Repeat a <b>Find</b> or <b>Go To</b> action.	SHIFT+F4
Move to the last change.	SHIFT+F5
Go to the previous pane or frame (after pressing F6).	SHIFT+F6
Choose the <b>Thesaurus</b> command ( <b>Review</b> tab, <b>Proofing</b> group).	SHIFT+F7
Shrink a selection.	SHIFT+F8
Switch between a field code and its result.	SHIFT+F9
Display a shortcut menu.	SHIFT+F10
Go to the previous field.	SHIFT+F11
Choose the <b>Save</b> command ( <b>Microsoft Office Button</b>  ).	SHIFT+F12

#### CTRL+Function key

Task	Press
Choose the <b>Print Preview</b> command ( <b>Microsoft Office Button</b>  ).	CTRL+F2
Cut to the Spike.	CTRL+F3
Close the window.	CTRL+F4
Go to the next window.	CTRL+F6
Insert an empty field.	CTRL+F9
Maximize the document window.	CTRL+F10
Lock a field.	CTRL+F11
Choose the <b>Open</b> command ( <b>Microsoft Office Button</b>  ).	CTRL+F12


#### CTRL+SHIFT+Function key

Task	Press
Insert the contents of the Spike.	CTRL+SHIFT+F3
Edit a bookmark.	CTRL+SHIFT+F5
Go to the previous window.	CTRL+SHIFT+F6
Update linked information in an Office Word 2007 source document.	CTRL+SHIFT+F7
Extend a selection or block.	CTRL+SHIFT+F8, and then press an arrow key
Unlink a field.	CTRL+SHIFT+F9
Unlock a field.	CTRL+SHIFT+F11
Choose the <b>Print</b> command ( <b>Microsoft Office Button</b>  ).	CTRL+SHIFT+F12

#### ALT+Function key

Task	Press
Go to the next field.	ALT+F1
Create a new <b>Building Block</b> .	ALT+F3
Exit Office Word 2007.	ALT+F4
Restore the program window size.	ALT+F5
Move from an open dialog box back to the document, for dialog boxes such as <b>Find and Replace</b> that support this behavior.	ALT+F6
Find the next misspelling or grammatical error.	ALT+F7
Run a macro.	ALT+F8
Switch between all field codes and their results.	ALT+F9
Maximize the program window.	ALT+F10
Display Microsoft Visual Basic code.	ALT+F11

#### ALT+SHIFT+Function key

Task	Press
Go to the previous field.	ALT+SHIFT+F1
Choose the <b>Save</b> command ( <b>Microsoft Office Button</b>  ).	ALT+SHIFT+F2
Display the <b>Research</b> task pane.	ALT+SHIFT+F7
Display a menu or message for a smart tag.	ALT+SHIFT+F10