

Microsoft Word – Keyboard Shortcuts and Quick Reference Chart

Cravenpark Media Inc.
(www.cravenparkmedia.com)

Quick Reference Chart

Menu Commands

File Menu:

<File> + <New>	Creates a new document
<File> + <Open>	Open an existing file
<File> + <Close>	Closes a document
<File> + <Exit>	Exits Word
<File> + <Save>	Save an existing document under the same name
<File> + <Save As>	Save a new document, change the name of a document or save in another location
<File> + <Print>	Prints a document
<File> + <Page Setup>	Sets document page options

Edit Menu

<Edit> + <Undo>	Reverses the last command or action
<Edit> + <Repeat>	Reverses the action of the Undo command
<Edit> + <Cut>	Removes selected objects
<Edit> + <Copy>	Copy selected objects
<Edit> + <Paste>	Paste selected objects
<Edit> + <Find>	Locates item
<Edit> + <Replace>	Replaces item

View Menu

<View> + <Print Layout>	Change the screen view to display the document as it will be printed
<View> + <Outline>	Change the screen view to outline
<View> + <Normal>	Changes screen view to normal view
<View> + <Toolbars>	Displays toolbars
<View> + <Ruler>	Displays the Ruler on the Screen
<View> + <Header and Footer>	Activates the Header/Footer area and Header/Footer dialog box

Insert Menu

<Insert> + <Picture> + <From file>	Imports an image
<Insert> + <Picture> + <Chart>	Inserts a chart
<Insert> + <Picture> + <ClipArt>	Imports a ClipArt image
<Insert> + <Picture> + <WordArt>	Inserts a WordArt image

Format

<Format> + 	Activates the Font dialog box
<Format> + <Bullets & Numbering>	Automatic numbering dialog box
<Format> + <Paragraph>	Paragraph alignment and spacing

Tools

<Tools> + <Spelling & Grammar>	Activate the spell checker
<Tools> + <Options>	Controls document preferences

Table

<Table> + <Insert>	Inserts a table, row, column or cell
<Table> + <Delete>	Deletes the selected table, row, column or cells
<Table> + <Sort>	Sorts the contents of selected rows and columns

Keyboard Shortcuts

File Management

<Ctrl> + <O>	Open a document
<Ctrl> + <W>	Close a document
<Ctrl> + <N>	Create a new document
<Ctrl> + <S>	Save a document
<Ctrl> + <P>	Print a document
<Ctrl> + <F>	Find text
<Ctrl> + <H>	Replace text
<Esc>	Cancel action
<Ctrl> + <Z>	Undo an action
<Ctrl> + <Y>	Redo or repeat an action

Moving Around

<Left Arrow>	One character to the left
<Right Arrow>	One character to the right
<Up Arrow>	One line up
<Down Arrow>	One line down
<Ctrl> + <Left Arrow>	One word to the left
<Ctrl> + <Right Arrow>	One word to the right
<End>	To the end of a line
<Home>	To the beginning of a line
<Ctrl> + <Up Arrow>	Up one paragraph
<Ctrl> + <Down Arrow>	Down one paragraph
<Ctrl> + <End>	Moves to the end of a document
<Ctrl> + <Home>	Moves to the beginning of a document
<Shift> + <F4>	Repeats the last Find action

Selecting Text

<Shift> + <Right Arrow>	Highlights one character to the right
<Shift> + <Left Arrow>	Highlights one character to the left
<Ctrl> + <Shift> + <Right Arrow>	Highlights one word to the right
<Ctrl> + <Shift> + <Left Arrow>	Highlights one word to the left
<Shift> + <Up Arrow>	Highlights one line up
<Shift> + <Down Arrow>	Highlights one line down

Tables

<Tab>	Move to the next cell
<Shift> + <Tab>	Move to the preceding cell
<Down Arrow>	Move to the next row
<Up Arrow>	Move to the preceding row
<Ctrl> + <Tab>	Insert a tab in a cell
<Enter>	Start a new paragraph
Cursor positioned at last cell in last row + <Tab>	Add a new row

Delete and Copy

<Backspace>	Delete one character to the left
<Ctrl> + <Backspace>	Delete one word to the left
<Delete>	Delete one character to the right
<Ctrl> + <Delete>	Delete one word to the right
<Ctrl> + <X>	Cut selected object
<Ctrl> + <C>	Copy selected object
<Ctrl> + <V>	Paste cut or copied object

Formatting

<Ctrl> + <L>	Left align
<Ctrl> + <R>	Right align
<Ctrl> + <E>	Center
<Ctrl> + <J>	Justify
<Ctrl> + <Shift> + <F>	Change the font type (toggles through available font types)
<Ctrl> + <Shift> + <P>	Change the font size (toggles through available font sizes)
<Ctrl> + <Shift> + < > >	Increase the font size
<Ctrl> + <Shift> + < < >	Decrease the font size
<Ctrl> + <D>	Activates the Font Dialog Box
<Shift> + <F3>	Change the case of letters
<Ctrl> + 	Bold
<Ctrl> + <U>	Underline
<Ctrl> + <I>	Italic
<Ctrl> + <+>	Subscript
<Ctrl> + <Shift> + <+>	Superscript
<Ctrl> + <Spacebar>	Remove manual character formatting
<Ctrl> + <Shift> + <C>	Copy character formatting
<Ctrl> + <Shift> + <V>	Paste character formatting
<Ctrl> + <M>	Indent paragraph

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