

Action	Keyboard shortcut
Application window-maximize	Alt-F10
Application window-previous	Alt-Shift-F6
Application window-restore	Alt-F5
AutoFormat	Ctrl-Alt-K
AutoText-create	Alt-F3
AutoText-insert entry	Ctrl-Alt-V
AutoText-insert	entry F3
Bold	Ctrl-B
Bookmarks	Ctrl-Shift-F5
Break-column	Ctrl-Shift-Enter
Break-page	Ctrl-Enter
Browse a document	Ctrl-Alt-Home
Browse next/previous item	Ctrl-PgDn/PgUp
Capitalize word	shift+f3
Case-All Caps	Ctrl-Shift-A
Close	Ctrl-F4
Close	Ctrl-W
Copy	Ctrl + C
Copy formatting	Ctrl-Shift-C
Create a nonbreaking hyphen	CTRL+HYPHEN
Create a nonbreaking space	CTRL+SHIFT+SPACEBAR
Customize a menu	Ctrl-Alt =
Customize a shortcut	Ctrl-Alt-Num +
Cut	Ctrl-X
Date Field	Alt-Shift-D
Decrease font size	CTRL+SHIFT+<
Dialog box next tabbed section	Ctrl-Tab
Dialog box previous tabbed section	Ctrl-Shift-Tab
Document window-move	Ctrl-F7
Document window-restore	Ctrl-F5
Document window-size	Ctrl-F8
Drawing-constrain shape to symmetrical	Shift-drag
Drawing-draw from center	Ctrl-drag
Ellipsis	Ctrl-Alt-G
Em Dash	Ctrl-Alt-Num -
Endnote	Ctrl-Alt-E
Exit application	Alt-F4
Fields-display code	Shift-F9
Fields-display codes (toggle)	Alt-F9

<b>Fields-double-click in field</b>	Alt-Shift-F9
<b>Fields-insert blank field</b>	Ctrl-F9
<b>Fields-lock a field</b>	Ctrl-3
<b>Fields-lock a field</b>	Ctrl-F11
<b>Fields-next</b>	field F11
<b>Fields-previous field</b>	Shift-F11
<b>Fields-unlink a field</b>	Ctrl-6
<b>Fields-unlink a field</b>	Ctrl-Shift-F9
<b>Fields-unlock a field</b>	Ctrl-4
<b>Fields-unlock a field</b>	Ctrl-Shift-F11
<b>Fields-update</b>	Alt-Shift-U
<b>Fields-update link in source</b>	Ctrl-Shift-F7
<b>Fields-update selected</b>	field F9
<b>Find</b>	Find Ctrl + F
<b>Font</b>	Ctrl-D
<b>Font</b>	Ctrl-Shift-F
<b>Font grow/shrink 1 pt</b>	Ctrl- ] or [
<b>Font next/previous size</b>	Ctrl-Shift- > or <
<b>Font Size Ctrl-Shift-P</b>	Font Size Ctrl-Shift-P
<b>Footnote</b>	Ctrl-Alt-F
<b>Create a new blank document</b>	Ctrl + N
<b>Go Back</b>	Ctrl-Alt-Z
<b>Go Back</b>	Shift-F5
<b>GoTo</b>	Ctrl-G
<b>GoTo Next/Previous Paragraph</b>	Ctrl-Up/Down
<b>GoTo Next/Previous Word</b>	Ctrl-Left/Right
<b>Graphic-crop</b>	Shift-drag
<b>Graphic-original proportions</b>	Ctrl-click
<b>Hanging indent-decrease</b>	Ctrl-Shift-T
<b>Hanging Indent-increase</b>	Ctrl-T
<b>Hard hyphen -</b>	Ctrl-Shift -
<b>Hard space</b>	Hard space
<b>Header/Footer-link to previous</b>	Alt-Shift-R
<b>Heading Level 1</b>	Ctrl-Alt-1
<b>Heading Level 2</b>	Ctrl-Alt-2
<b>Heading Level 3</b>	Ctrl-Alt-3
<b>Help</b>	F1
<b>Help-Whats This?</b>	Shift-F1
<b>Hidden text</b>	Ctrl-Shift-H
<b>Hyperlink</b>	Ctrl-K
<b>CTRL+SHIFT+&gt;</b>	Increase font size
<b>Indent-decrease</b>	Ctrl-Shift-M
<b>Indent-increase</b>	Ctrl-M
<b>Ctrl-Alt-M</b>	Insert Comment

<b>Insert ListNum</b>	field Ctrl-Alt-L
<b>Italics</b>	Ctrl-I
<b>Justify-Center</b>	Ctrl-E
<b>Justify-Full</b>	Ctrl-J
<b>Justify-Left</b>	Ctrl-L
<b>Justify-Right</b>	Ctrl-R
<b>Line-spacing</b>	Ctrl-1
<b>Line-spacing 1.5</b>	Ctrl-5
<b>Line-spacing 2</b>	Ctrl-2
<b>List Bullet Style</b>	Ctrl-Shift-L
<b>Macros-edit</b>	Alt-F8
<b>Macros-view VBA code</b>	Alt-F11
<b>Mark-Index entry</b>	Alt-Shift-X
<b>Mark-TOA citation</b>	Alt-Shift-I
<b>Mark-TOC entry</b>	entry Alt-Shift-O
<b>Maximize window</b>	Ctrl-F10
<b>Menu Bar</b>	F10
<b>Merge-data edit</b>	Alt-Shift-E
<b>Merge-field insert</b>	Alt-Shift-F
<b>Merge-preview</b>	Alt-Shift-K
<b>Merge-to document</b>	Alt-Shift-N
<b>Merge-to printer</b>	Alt-Shift-M
<b>Microsoft Script Editor</b>	Alt-Shift-F11
<b>Microsoft System Info</b>	Ctrl-Alt-F1
<b>Move between master/subdocument</b>	Ctrl-\
<b>Newline within paragraph</b>	Shift-Enter
<b>Next window</b>	Ctrl-F6
<b>Nonprinting characters</b>	Ctrl-Shift-8
<b>Normal Style Ctrl-Shift-N</b>	Ctrl-Shift-N
<b>Open a document</b>	Ctrl-O
<b>Open</b>	Ctrl + O Opens a saved document
<b>Outlining-collapse</b>	Alt-Shift-Num -
<b>Outlining-expand</b>	Alt-Shift =
<b>Outlining-expand</b>	Alt-Shift-Num +
<b>Outlining-move</b>	Alt-Shift-Up/Down
<b>Outlining-promote/demote</b>	Alt-Shift-Left/Right
<b>Outlining-Show 1<sup>st</sup> line</b>	Alt-Shift-L
<b>Outlining-Show All Headings</b>	Alt-Shift-A
<b>Outlining-Show Heading 1</b>	Alt-Shift-1
<b>Outlining-Show Heading 2</b>	Alt-Shift-2
<b>Outlining-Show Heading 3</b>	Alt-Shift-3
<b>Outlining-Show Heading 4</b>	Alt-Shift-4
<b>Outlining-Show Heading 5</b>	Alt-Shift-5
<b>Outlining-Show Heading 6</b>	Alt-Shift-6
<b>Outlining-Show Heading 7</b>	Alt-Shift-7

<b>Outlining-Show Heading 8</b>	Alt-Shift-8
<b>Outlining-Show Heading 9</b>	Alt-Shift-9
<b>Page number field</b>	Alt-Shift-P
<b>Pane-Close</b>	Alt-Shift-C
<b>Paragraph Space Above (add/delete 12 pt.)Ctrl-0</b>	Ctrl-0 (zero)
<b>Paste</b>	Ctrl-V
<b>Print</b>	Ctrl-P
<b>Print Preview</b>	Ctrl-Alt-I
<b>Redo the last action</b>	CTRL+Y
<b>Remove Character formats</b>	Ctrl-Shift-Z
<b>Remove menu item</b>	Ctrl-Alt -
<b>Remove Paragraph formats</b>	Ctrl-Q
<b>Remove paragraph or character formatting</b>	CTRL+SPACEBAR
<b>Repeat the last command</b>	Ctrl-Y
<b>Repeat Find</b>	Ctrl-Alt-Y
<b>Repeat Find Shift-F4</b>	Repeat Find Shift-F4
<b>Replace</b>	Ctrl-H
<b>Revision Marks on/off</b>	Ctrl-Shift-E
<b>Save As</b>	F12
<b>Save</b>	Ctrl-S
<b>Select All</b>	Ctrl-A
<b>Selection extended</b>	F8
<b>Selection reduced</b>	Shift-F8
<b>Shortcut Menu</b>	Shift-F10
<b>Small Caps</b>	Ctrl-Shift-K
<b>Soft hyphen -</b>	Ctrl -
<b>Spelling and Grammar check</b>	F7
<b>Spell-It-display next misspelling</b>	Alt-F7
<b>Spike-cut to</b>	Ctrl-F3
<b>Spike-paste</b>	Ctrl-Shift-F3
<b>Split a window</b>	Ctrl-Alt-S
<b>Style box</b>	Ctrl-Shift-S
<b>Subscript</b>	Ctrl =
<b>Symbol Font</b>	Ctrl-Shift-Q
<b>Table-remove border lines</b>	Ctrl-Alt-U
<b>Table-to column</b>	bottom Alt-PgDn
<b>Table-to column top</b>	Alt-PgUp
<b>Table-to row beginning</b>	Alt-Home
<b>Table-to row end</b>	Alt-End
<b>Thesaurus</b>	Shift-F7
<b>Time Field</b>	Alt-Shift-T
<b>To bottom/top of screen</b>	Ctrl-Alt-PgDn/PgUp
<b>Type ©</b>	Ctrl-Alt-C
<b>Type ®</b>	Ctrl-Alt-R

<b>Type <sup>™</sup></b>	Ctrl-Alt-T
<b>underline</b>	CTRL+U
<b>Underline-double</b>	Ctrl-Shift-D
<b>Underline-word</b>	Ctrl-Shift-W
<b>Undo</b>	Ctrl-Z
<b>View-Normal</b>	Ctrl-Alt-N
<b>View-Outline</b>	Ctrl-Alt-O
<b>View-Page</b>	Ctrl-Alt-P
<b>Window pane-next</b>	F6
<b>Window pane-previous</b>	Shift-F6