

# Keyboard shortcuts

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## Access the ribbon

1. Press ALT. The KeyTips are displayed over each feature that is available in the current view.
2. Press the letter shown in the KeyTip over the tab that you want to use.
3. Continue pressing letters until you press the letter of the command or control that you want to use.

## Common key combinations

To do this	Press
Copy	CTRL+C
Cut	CTRL+X
Paste	CTRL+V
Copy formatting	CTRL+SHIFT+C
Paste formatting	CTRL+SHIFT+V
Paste special	CTRL+ALT+V
Undo	CTRL+Z
Redo	CTRL+Y
Print	CTRL+P
Find	CTRL+F
Save	CTRL+S

## **Key combinations for creating files**

<b>To do this</b>	<b>Press</b>
Open	CTRL+O
New document	CTRL+N
Close document	CTRL+W
Exit Word	ALT+F4
Switch to other open documents	CTRL+F6

## **Key combinations for moving around a document**

<b>To move</b>	<b>Press</b>
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 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

## Common key combinations for working with text

To do this	Press
Open the <b>Font</b> dialog box to change the font.	CTRL+SHIFT+F
Increase the font size.	CTRL+SHIFT+>
Decrease the font size.	CTRL+SHIFT+<
Increase the font size by 1 point.	CTRL+]
Decrease the font size by 1 point.	CTRL+[
Change the case of letters.	SHIFT+F3
Apply bold formatting.	CTRL+B
Apply an underline.	CTRL+U
Apply italic formatting.	CTRL+I
Remove manual character formatting.	CTRL+SPACEBAR
Open the <b>Styles</b> task pane.	ALT+CTRL+SHIFT+S
Apply the Normal style.	CTRL+SHIFT+N
Apply the Heading 1 style.	ALT+CTRL+1
Apply the Heading 2 style.	ALT+CTRL+2
Apply the Heading 3 style.	ALT+CTRL+3