

Word Short Cut Keys

(Used for Word 2003/2007/2010 applications)

You can use the keyboard to execute many word commands. Any command listed below that starts with “Ctrl” or “Alt” means you should hold down the Ctrl or Alt key while pressing the key that follows it. Unless stated otherwise, the shortcut keys are not case sensitive.

Move cursor

One character to the right.....	Right arrow	Down one screen.....	Page Down
One character to the left.....	Left arrow	Up one screen.....	Page Up
Beginning of line.....	Home	Next page.....	Ctrl Page Down
End of line.....	End	Previous page.....	Ctrl Page Up
Down one line.....	Down arrow	Beginning of document.....	Ctrl Home
Up one line.....	Up arrow	End of document.....	Ctrl End

Select portions of the document

A word.....	Double click	Anything.....	Click at the beginning of the area, shift click at the end
A sentence.....	Ctrl Click	Everything (all).....	Ctrl A
A paragraph.....	Triple click		

Other Shortcut keys

Close the Window.....	Ctrl W	Heading 1 Style.....	Ctrl Alt 1
Open a document.....	Ctrl O	Heading 2 Style.....	Ctrl Alt 2
Cut.....	Ctrl X	Heading 3 Style.....	Ctrl Alt 3
Copy.....	Ctrl C	Normal Style.....	Ctrl Shift N
Paste.....	Ctrl V	Find.....	Ctrl F
Undo.....	Ctrl Z	Replace.....	Ctrl H
Redo.....	Ctrl Y	Manual Page Break.....	Ctrl Enter
Bold.....	Ctrl B	Line Break.....	Shift Enter
Italic.....	Ctrl I	Increase Indent.....	Ctrl M
Underline.....	Ctrl U	Decrease Indent.....	Ctrl Shift M
Change Case.....	Shift F3	Increase Hanging Indent.....	Ctrl T
Left Justify.....	Ctrl L	Decrease Hanging Indent.....	Ctrl Shift T
Right Justify.....	Ctrl R	Increase Font Size.....	Ctrl]
Center Justify.....	Ctrl E	Decrease Font Size.....	Ctrl [
Full Justification.....	Ctrl J	Toggle Super ^{Script}	Ctrl Shift +
Single space.....	Ctrl 1	Recalculate.....	F9
Double space.....	Ctrl 2	Reveal Field Codes.....	Alt F9
Toggle Spacing Before.....	Ctrl 0 (zero)		

Selection Techniques used for macros

Selects one character to the right.....	Shift+Right Arrow
Selects one character to the left.....	Shift+Left Arrow
Selects a word from its beginning to its end.....	Ctrl+Shift+Right Arrow
Selects a word from its end to its beginning.....	Ctrl+Shift+Left Arrow
Selects a line from its beginning to its end.....	Home, and then press Shift+End
Selects a line from its end to its beginning.....	End, and then press Shift+Home
Selects one line down.....	End, and then press Shift+Down Arrow
Selects one line up.....	Home, and then press Shift+Up Arrow
Selects a paragraph from its beginning to its end.....	Ctrl+Shift+Down Arrow
Selects a paragraph from its end to its beginning.....	Ctrl+Shift+Up Arrow
Selects a document from its end to its beginning.....	Ctrl+Shift+Home
Selects a document from its beginning to its end.....	Ctrl+Shift+End
From the beginning of a window to its end.....	Alt+Ctrl+Shift+Page Down
Selects the entire document.....	Ctrl+A
Selects a vertical block of text.....	Ctrl+Shift+F8, and then use the arrow keys