|  |  |
| --- | --- |
| To do this | Press |
| Display the shortcut menu for the selected item. | SHIFT+F10 |
| Display the menu or message for a smart tag or for the AutoCorrect Options button Button imageor the Paste options button Button image. If more than one smart tag is present, switch to the next smart tag and display its menu or message. | ALT+SHIFT+F10 |
| Select the next item on a smart tag menu. | DOWN ARROW |
| Select the previous item on a smart tag menu. | UP ARROW |
| Perform the action for the selected item on a smart tag menu. | ENTER |
| Close the smart tag menu or message. | ESC |
| To do this | Press |
| Select the active tab of the Ribbon and activate the access keys. | ALT or F10. Press either of these keys again to move back to the document and cancel the access keys. |
| Move to another tab of the Ribbon. | F10 to select the active tab, and then LEFT ARROW or RIGHT ARROW |
| Hide or show the Ribbon. | CTRL+F1 |
| Display the shortcut menu for the selected command. | SHIFT+F10 |
| Move the focus to select each of the following areas of the window:  Active tab of the Ribbon  Any open task panes  Toolbar at the bottom of the window  Your document | F6 |
| Move the focus to each command on the Ribbon, forward or backward, respectively. | TAB or SHIFT+TAB |
| Move down, up, left, or right, respectively, among the items on the Ribbon. | DOWN ARROW, UP ARROW, LEFT ARROW, or RIGHT ARROW |
| Activate the selected command or control on the Ribbon. | SPACEBAR or ENTER |
| Open the selected menu or gallery on the Ribbon. | SPACEBAR or ENTER |
| Activate a command or control on the Ribbon so you can modify a value. | ENTER |
| Finish modifying a value in a control on the Ribbon, and move focus back to the document. | ENTER |
| Get help on the selected command or control on the Ribbon. (If no Help topic is associated with the selected command, a general Help topic about the program is shown instead.) | F1 |

Quick reference for Microsoft Office Word

[[Show All](javascript:ToggleDiv('divExpCollAsst_IDAQNXXC'))Common tasks in Microsoft Office Word](javascript:ToggleDiv('divExpCollAsst_IDAQNXXC')%20%20%20%20%20%20%20%20)

|  |  |
| --- | --- |
| To do this | Press |
| Create a nonbreaking space. | CTRL+SHIFT+SPACEBAR |
| Create a nonbreaking hyphen. | CTRL+HYPHEN |
| Remove paragraph or character formatting. | CTRL+SPACEBAR |
| Paste special | CTRL+ALT+V |
| Paste formatting only | CTRL+SHIFT+V |

Working with documents and Web pages

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDAIQXXC'))Create, view, and save documents](javascript:ToggleDiv('divExpCollAsst_IDAIQXXC')%20%20%20%20%20%20%20%20)

|  |  |
| --- | --- |
| To do this | 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 |

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDAMRXXC'))Find, replace, and browse through text](javascript:ToggleDiv('divExpCollAsst_IDAMRXXC')%20%20%20%20%20%20%20%20)

|  |  |
| --- | --- |
| To do this | Press |
| Find text, formatting, and special items. | CTRL+F |
| Repeat find (after closing Find and Replace 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 |
| To do this | Press |
| Mark a table of contents entry. | ALT+SHIFT+O |
| Mark a table of authorities entry (citation). | ALT+SHIFT+I |
| Mark an index entry. | ALT+SHIFT+X |
| Insert a footnote. | ALT+CTRL+F |
| Insert an endnote. | ALT+CTRL+D |

Edit and move text and graphics

[[Show All](javascript:ToggleDiv('divExpCollAsst_IDAT0XXC'))Delete text and graphics](javascript:ToggleDiv('divExpCollAsst_IDAT0XXC')%20%20%20%20%20%20%20%20)

|  |  |
| --- | --- |
| To do this | 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 |
| 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 Create New Building Block 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 |

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDAX3XXC'))Insert special characters](javascript:ToggleDiv('divExpCollAsst_IDAX3XXC')%20%20%20%20%20%20%20%20)

|  |  |
| --- | --- |
| To insert this | Press |
| A field | CTRL+F9 |
| A line break | SHIFT+ENTER |
| A page break | CTRL+ENTER |
| A column break | CTRL+SHIFT+ENTER |
| An em dash | ALT+CTRL+MINUS SIGN |
| An en dash | CTRL+MINUS SIGN |
| An optional hyphen | CTRL+HYPHEN |
| A nonbreaking hyphen | CTRL+SHIFT+HYPHEN |
| A nonbreaking space | CTRL+SHIFT+SPACEBAR |
| The copyright symbol | ALT+CTRL+C |
| The registered trademark symbol | ALT+CTRL+R |
| The trademark symbol | ALT+CTRL+T |
| An ellipsis | ALT+CTRL+PERIOD |
| A single opening quotation mark | CTRL+`(single quotation mark), `(single quotation mark) |
| A single closing quotation mark | CTRL+' (single quotation mark), ' (single quotation mark) |
| Double opening quotation marks | CTRL+` (single quotation mark), SHIFT+' (single quotation mark) |
| Double closing quotation marks | CTRL+' (single quotation mark), SHIFT+' (single quotation mark) |
| An AutoText entry | ENTER (after you type the first few characters of the AutoText entry name and when the ScreenTip appears) |
| To do this | Press |
| Display nonprinting characters. | CTRL+SHIFT+\* (asterisk on numeric keypad does not work) |
| Review text formatting. | SHIFT+F1 (then click the text with the formatting you want to review) |
| Copy formats. | CTRL+SHIFT+C |
| Paste formats. | CTRL+SHIFT+V |
| Remove paragraph formatting. | CTRL+Q |

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDABNZXC'))Function keys](javascript:ToggleDiv('divExpCollAsst_IDABNZXC')%20%20%20%20%20%20%20%20)

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

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDANPZXC'))SHIFT+Function key](javascript:ToggleDiv('divExpCollAsst_IDANPZXC')%20%20%20%20%20%20%20%20)

|  |  |
| --- | --- |
| To do this | Press |
| Start context-sensitive Help or reveal formatting. | SHIFT+F1 |
| Copy text. | SHIFT+F2 |
| Change the case of letters. | SHIFT+F3 |
| Repeat a Find or Go To action. | SHIFT+F4 |
| Move to the last change. | SHIFT+F5 |
| Go to the previous pane or frame (after pressing F6). | SHIFT+F6 |
| Choose the Thesaurus command (Review tab, Proofing 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 Save command (Microsoft Office Button Button image). | SHIFT+F12 |

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDACSZXC'))CTRL+Function key](javascript:ToggleDiv('divExpCollAsst_IDACSZXC')%20%20%20%20%20%20%20%20)

|  |  |
| --- | --- |
| To do this | Press |
| Choose the Print Preview command (Microsoft Office Button Button image). | 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 Open command (Microsoft Office Button Button image). | CTRL+F12 |

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDAGUZXC'))CTRL+SHIFT+Function key](javascript:ToggleDiv('divExpCollAsst_IDAGUZXC')%20%20%20%20%20%20%20%20)

|  |  |
| --- | --- |
| To do this | 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 Print command (Microsoft Office Button Button image). | CTRL+SHIFT+F12 |

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDADWZXC'))ALT+Function key](javascript:ToggleDiv('divExpCollAsst_IDADWZXC')%20%20%20%20%20%20%20%20)

|  |  |
| --- | --- |
| To do this | Press |
| Go to the next field. | ALT+F1 |
| Create a new Building Block. | 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 Find and Replace 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 |

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDADYZXC'))ALT+SHIFT+Function key](javascript:ToggleDiv('divExpCollAsst_IDADYZXC')%20%20%20%20%20%20%20%20)

|  |  |
| --- | --- |
| To do this | Press |
| Go to the previous field. | ALT+SHIFT+F1 |
| Choose the Save command (Microsoft Office Button Button image). | ALT+SHIFT+F2 |
| Display the Research task pane. | ALT+SHIFT+F7 |
| Run GOTOBUTTON or MACROBUTTON from the field that displays the field results. | ALT+SHIFT+F9 |
| Display a menu or message for a smart tag. | ALT+SHIFT+F10 |

[[Show All](javascript:ToggleDiv('divExpCollAsst_IDAPZZXC'))CTRL+ALT+Function key](javascript:ToggleDiv('divExpCollAsst_IDAPZZXC')%20%20%20%20%20%20%20%20)

|  |  |
| --- | --- |
| To do this | Press |
| Display Microsoft System Information. | CTRL+ALT+F1 |
| Choose the Open command (Microsoft Office Button Button image). | CTRL+ALT+F2 |