

Microsoft Word 2003 Keyboard Shortcuts

Selecting Text

To Extend a Selection:
 One character to the right
 One character to the left
 To the end of a word
 To the beginning of a word
 To the end of a line
 To the beginning of a line
 One line down
 One line up
 To the end of a paragraph
 To the beginning of a paragraph
 One screen down
 One screen up
 end of a document
 beginning of a document
 Select Entire document
 a vertical block of text
 a specific location in a document
 Select the nearest character
 Extend a selection
 Reduce the size of a selection

SHIFT →
SHIFT ←
CTRL SHIFT →
CTRL SHIFT ←
SHIFT END
SHIFT HOME
SHIFT ↓
SHIFT ↑
CTRL SHIFT ↓
CTRL SHIFT ↑
SHIFT PAGE DOWN
SHIFT PAGE UP
CTRL SHIFT END
CTRL SHIFT HOME
CTRL A
ALT Drag Mouse
F8 arrow keys
F8 character
F8
SHIFT F8

File Management

New Document (normal template)
 Open Existing Document
 Save Document
 Save Document As
 Print Document
 Print Preview
 Spell Check Document
 Thesaurus
 Find
 Replace
 Create AutoText
 Overtyping Mode
 Help menu
 What's This Help Tool
 Redo
 Repeat Last Command

CTRL N
CTRL O
CTRL S
F12
CTRL P
CTRL F2
F7
SHIFT F7
CTRL F
CTRL H
ALT F3
INSERT
F1
SHIFT F1
ALT **SHIFT** **BACKSPACE**
F4

Text Formatting

Change font
 Change font size
 Increase font size
 Decrease font size
 Increase the font size by 1 point
 Decrease the font size by 1 point
 Change Case
 All Capitals
 Bold
 Underline
 Underline Words Only
 Double underline words
 Hidden Text
 Italicise
 Small Capitals
 Apply subscripts
 Apply superscripts
 Remove all formatting
 (Return to Plain Text)
 Toggle Show/Hide(¶) characters

CTRL **SHIFT** **F**
CTRL **SHIFT** **P**
CTRL **SHIFT** **>**
CTRL **SHIFT** **<**
CTRL **[**
CTRL **]**
SHIFT **F3**
CTRL **SHIFT** **A**
CTRL **B**
CTRL **U**
CTRL **SHIFT** **W**
CTRL **SHIFT** **D**
CTRL **SHIFT** **H**
CTRL **I**
CTRL **SHIFT** **K**
CTRL **=**
CTRL **SHIFT** **=**
CTRL **SHIFT** **Z**
CTRL **SHIFT** **8**

Paragraph Formatting

Single Line Spacing
 Double Line Spacing
 1½ Line Spacing
 Add/remove 1 line space before text

CTRL 1
CTRL 2
CTRL 5
CTRL 0 (zero)

Alignments And Indents

Center a paragraph
 Justify a paragraph
 Left-align a paragraph
 Right-align a paragraph
 Indent a paragraph from the left
 Remove Left Indent
 Create a hanging indent
 Reduce a hanging indent
 Remove paragraph formatting applied by using shortcut keys or menu commands
 Apply a style name
 Start AutoFormat
 Apply the Normal style
 Apply the Heading 1 style
 Apply the Heading 2 style
 Apply the Heading 3 style
 Apply the List style

CTRL E
CTRL J
CTRL L
CTRL R
CTRL M
CTRL **SHIFT** M
CTRL T
CTRL **SHIFT** T
CTRL Q
CTRL **SHIFT** S
CTRL K
CTRL **SHIFT** N
ALT **CTRL** 1
ALT **CTRL** 2
ALT **CTRL** 3
CTRL **SHIFT** L

Inserting

A field
 AutoText
 A line break
 A page break
 A column break
 An optional hyphen
 A nonbreaking hyphen
 A nonbreaking space

CTRL **F9**
AutoText entry name + **F3**
SHIFT **ENTER**
CTRL **ENTER**
CTRL **SHIFT** **ENTER**
CTRL **HYPHEN**
CTRL **SHIFT** **HYPHEN**
CTRL **SHIFT** **SPACEBAR**

Copying And Pasting

Copy text or graphics
 Copy formatting
 Copy Text
 Move text or graphics
 Paste text or graphics
 Paste formatting

CTRL C
CTRL **SHIFT** C
SHIFT **F2**
CTRL V
CTRL **SHIFT** V

Working In Tables

Move to Next cell in a row
 Move to Previous cell in a row
 Move to First cell in a row
 Move to Top cell in a column
 Move to Last cell in a row
 Move to Last cell in a column
 Move to Previous row
 Move to Next row
 To Insert new paragraphs into a cell
 Insert a tab into a cell
 Insert a new row at end of table
 Select a column
 Select entire table

TAB
SHIFT **TAB**
ALT **HOME**
ALT **PAGE** **UP**
ALT **END**
ALT **PG** **DOWN**
ENTER
CTRL **TAB**
TAB in last cell
ALT, left mouse
ALT + 5 (numeric keypad)

Deletion Keys

Delete left of cursor
 Delete word to left of cursor
 Delete right of cursor
 Delete word to right of cursor
 Cut (delete) selected text
 Undo the last action

BACKSPACE
CTRL **BACKSPACE**
DELETE
CTRL **DELETE**
CTRL X
CTRL Z

Working In Outlines

Promote a paragraph
 Demote a paragraph
 Demote to body text
 Expand text under a heading
 Collapse text under a heading
 Show all text or headings
 Display all text

ALT **SHIFT** ←
ALT **SHIFT** →
CTRL **SHIFT** N
ALT **SHIFT** +
ALT **SHIFT** -
ALT **SHIFT** A
 asterisk * on Num Keypad

Merging

Preview a mail merge
 Merge a document
 Print the merged document
 Edit a mail merge data source
 Insert a merge field

ALT **SHIFT** K
ALT **SHIFT** N
ALT **SHIFT** M
ALT **SHIFT** E
ALT **SHIFT** F

Navigating

One character to the left
 One character to the right
 One word to the left
 One word to the right
 One paragraph up
 One paragraph down
 To the previous frame or object
 To the next frame or object
 One column to the left (in a table)
 One column to the right (in a table)
 Up one line
 Down one line
 To the end of a line
 To the beginning of a line
 To the top of a screen
 To the bottom of a screen
 Up one screen
 Down one screen
 Down One Page
 Up One Page
 To the end of a document
 To the beginning of a document
 To a previous cursor position

←
 →
CTRL ←
CTRL →
CTRL ↑
CTRL ↓
ALT ↑
ALT ↓
CTRL ↑
CTRL ↓
 ↓
END
HOME
ALT **CTRL** **PAGE** **UP**
ALT **CTRL** **PAGE** **DOWN**
PAGE **UP**
PAGE **DOWN**
CTRL **PAGE** **DOWN**
CTRL **PAGE** **UP**
CTRL **END**
CTRL **HOME**
SHIFT **F5**

Working With Fields

Insert DATE field
 Insert PAGE field
 Insert TIME field
 Insert blank field
 Update links in Word document
 Update selected fields
 Unlink a field
 Switch between field code or result
 Switch between all field codes or results
 Perform field action
 Go to the next field
 Go to the previous field
 Lock a field
 Unlock a field

ALT **SHIFT** D
ALT **SHIFT** P
ALT **SHIFT** T
CTRL **F9**
CTRL **SHIFT** **F7**
F9
CTRL **SHIFT** **F9**
SHIFT **F9**
ALT **F9**
ALT **SHIFT** **F9**
F11
SHIFT **F11**
CTRL **F11**
CTRL **SHIFT** **F11**

