

Working with documents

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|-------------|---|
| Ctrl+N | Open a new document that is the same type as the current or most recently opened document |
| Ctrl+O | Display the File Open dialog box |
| Ctrl+W | Close the current document |
| Ctrl+S | Save the current document |
| Alt+Ctrl+S | Split the document window |
| Alt+Shift+C | Remove the document window split |

Working with tables

| Shortcut | Function |
|---------------|---|
| Tab | Move to next cell in a row; Start a new row if pressed within a row's last cell |
| Shift+Tab | Move to previous cell in a row |
| Alt+Home | Move to the first cell in a row |
| Alt+End | Move to the last cell in a row |
| Alt+Page Up | Move to the first cell in a column |
| Alt+Page Down | Move to the last cell in a column |
| Up Arrow | Move to the previous row |
| Down Arrow | Move to the next row |
| Enter | Start a new paragraph within a cell |
| Ctrl+Tab | Insert a tab within a cell |

Printing and previewing

| | |
|------------|--|
| Ctrl+P | Display the File Print dialog box |
| Alt+Ctrl+I | Switch in and out of Print Preview |
| Ctrl+Home | Move to the document's first preview page |
| Ctrl+End | Move to the document's last preview page |

Functions keys

| Shortcut | Function |
|-----------|--|
| F1 | Display Word Help dialog box |
| Shift+F1 | Open Reveal formatting dialog box or open context-sensitive Word Help |
| F2 | Move selected text of object |
| Shift+F2 | Copy the selected text |
| F3 | Insert AutoText |
| Shift+F3 | Change the case of the selected text |
| F4 | Repeat last action |
| Shift+F4 | Repeat Find or Go To |
| F5 | Display the Edit Go To dialog box |
| Shift+F5 | Move to the last change |
| F6 | Move to the next pane or frame |
| Shift+F6 | Move to the previous pane or frame |
| F7 | Display Tools Spelling and Grammar dialog box |
| Shift+F7 | Display the Tools Language Thesaurus dialog box |
| F8 | Extend the selection |
| Shift+F8 | Shrink the selection |
| F9 | Update the selected fields |
| Shift+F9 | Switch between a field code and its product |
| F10 | Activate the Word menu bar |
| Shift+F10 | Display the shortcut menu |
| F11 | Move to the next field |
| Shift+F11 | Move to the previous field |
| F12 | Display the File Save As dialog box |
| Shift+F12 | Save the current document |

This Brochure was developed out of Word 2003 but should work in all versions



A Quick Guide To Using Keyboard Shortcuts in MS WORD

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| Shortcut | Function | Shortcut | Function | Shortcut | Function |
|---------------------|---|--|---|---------------------|---|
| Working with | text and paragraphs | Working with Text & Paras Con't | | | |
| Ctrl+A | Select all text in a document | Ctrl+U | Underline the selected text | Ctrl+Shift+< | Decrease the selected text's font size by one point |
| Ctrl+Shift+A | Format selected text as all caps | Ctrl+X | Cut The Selected text | Ctrl+] | Increase the selected text's font size by one point |
| Ctrl+B | Bold the selected text | Ctrl+Shift+D | Double-underline the selected text | Ctrl+[| Decrease the selected text's font size by one point |
| Ctrl+C | Copy the selected text or object | Ctrl+Shift+W | Underline the selected words but not spaces | Shift+Enter | Insert a line break |
| Ctrl+Shift+C | Copy the format of the selected text | Ctrl+V | Paste cut/copied text or object | Ctrl+Enter | Insert a page break |
| Ctrl+D | Display the Format Font dialog box | Ctrl+Shift+V | Paste copied format | Ctrl+Shift+Enter | Insert a section break |
| Ctrl+E | Center the selected paragraph | | Add/Remove one line space before the selected paragraph | Alt+Ctrl+Minus Sign | Insert an em dash |
| Ctrl+Shift+H | Apply hidden text formatting to the selected text | Ctrl+0 | | Ctrl+Minus Sign | Insert an en dash |
| Ctrl+I | Italicize the selected text | | Apply single-space lines to the selected text | Ctrl+Hyphen | Insert an optional hyphen |
| Ctrl+J | Justify the selected paragraph | Ctrl+1 | | Ctrl+Shift+Hyphen | Insert a nonbreaking hyphen |
| Ctrl+K | Insert a hyperlink within the selected text | Ctrl+2 | Apply double-space lines to the selected text | Ctrl+Shift+spacebar | Insert a nonbreaking space |
| Ctrl+Shift+K | Format select text as small caps | Ctrl+5 | Apply 1.5-space lines to the selected text | Alt+Ctrl+C | Insert the copyright symbol |
| Ctrl+L | Left align the selected paragraph | Ctrl+Equal Sign | Remove selected text's manual character formatting | Alt+Ctrl+R | Insert the registered trademark symbol |
| Ctrl+M | Indent the selected paragraph from the left | Ctrl+Spacebar | Subscript the selected text | Alt+Ctrl+Period | Insert and ellipsis |
| Ctrl+Q | Remove paragraph formatting from selected paragraph | Ctrl+Shift+Plus Sign | Superscript the selected text | | |
| Ctrl+R | Right align the selected paragraph | Ctrl+Shift+Q | Apply Symbol font to the selected text | WORKING WITH | STYLES |
| Ctrl+T | Apply a hanging indent to the selected paragraph | Ctrl+Shift+F | Change the selected text's font | Alt+Ctrl+K | Enable AutoFormat |
| | | Ctrl+Shift+P | Change the selected text's font size | Ctrl+Shift+L | Apply the List style to the selected text |
| | | Ctrl+Shift+> | Increase the selected text's font size by one point | Ctrl+Shift+N | Apply the Normal style to the selected text |
| | | | | Ctrl+Shift+S | Apply a style to the selected text |
| | | | | Alt+Ctrl+1 | Apply the Heading 1 style to the selected text |
| | | | | Alt+Ctrl+2 | Apply the Heading 2 style to the selected text |
| | | | | Alt+Ctrl+3 | Apply the Heading 3 style to the selected text |