

**MS Word:
Keyboard/Mouse Shortcuts**

Training on Microsoft software is provided in the following areas:

- **Windows Operating System**
- **MS Office**
- **Networking**
- **Contact Management**
- **IIS Scripting**
- **SQL Server**
- **Visual Basic**
- **.NET**
- **Web Development**

To review our 1000+ course titles and topics, visit www.sysed.com.

*Get on the
Fast Track!*



TM

File Operations	
Invoking	Will:
Ctrl+N	Create a new document of the same type as the current or most recent document.
Ctrl+O	Open a document.
Ctrl+W	Close a document.
Alt+Ctrl+S	Split the document window.
Alt+Shift+C	Remove the document window split.
Ctrl+S	Save a document.

Mouse Navigation	
Action	Will:
Clicking the Up Scroll Arrow.	Scroll up one line.
Clicking the Down Scroll Arrow.	Scroll down one line.
Clicking above the Scroll Box.	Scroll up one screen.
Clicking below the Scroll Box.	Scroll down one screen.
Dragging the Scroll Box.	Scroll to a specific page.
Clicking the Left Scroll Arrow.	Scroll left.
Clicking the Right Scroll Arrow.	Scroll right.
Holding down Shift and clicking the Left Scroll Arrow.	Scroll left, beyond the margin, in normal view.

Keyboard Navigation	
Invoking	Will Move:
Left Arrow	One character to the left.
Right Arrow	One character to the right.
Ctrl+Left Arrow	One word to the left.
Ctrl+Right Arrow	One word to the right.
Ctrl+Up Arrow	One paragraph up.
Ctrl+Down Arrow	One paragraph down.
Shift+Tab	One cell to the left in a table.
Tab	One cell to the right in a table.
Up Arrow	Up one line.
Down Arrow	Down one line.
End	To the end of a line.
Home	To the beginning of a line.
Alt+Ctrl+Page Up	To the top of the window.



Keyboard Navigation	
Invoking	Will Move:
Alt+Ctrl+Page Down	To the end of the window.
Page Up	Up one screen (scrolling).
Page Down	Down one screen (scrolling).
Ctrl+Page Down	To the top of the next page.
Ctrl+Page Up	To the top of the previous page.
Ctrl+End	To the end of a document.
Ctrl+Home	To the beginning of a document.
Shift+F5	To a previous revision.
Shift+F5	To the location of the insertion point when the document was last closed.

Selecting by Mouse	
To Select	Perform this Action:
Any amount of text	Drag over the text.
A word	Double-click the word.
A graphic	Click the graphic.
A line of text	Move the pointer to the left of the line until it changes to a right-pointing arrow, and then click.
Multiple lines of text	Move the pointer to the left of the lines until it changes to a right-pointing arrow, and then drag up or down.
A sentence	Hold down Ctrl, and then click anywhere in the sentence.
A paragraph	Move the pointer to the left of the paragraph until it changes to a right-pointing arrow, and then double-click.
Multiple paragraphs	Move the pointer to the left of the paragraphs until it changes to a right-pointing arrow, and then double-click and drag up or down.
A large block of text	Click at the start of the selection, scroll to the end of the selection, and then hold down Shift and click.
An entire document	Move the pointer to the left of any document text until it changes to a right-pointing arrow, and then triple-click.
Headers and footers	In normal view, click Header and Footer on the View menu. In print layout view, double-click the dimmed header or footer text.
Comments, footnotes, and endnotes	Click in the pane, move the pointer to the left of the text until it changes to a right-pointing arrow, and then triple-click.

Selecting by Keyboard	
Invoking	Will Move:
Shift+Right Arrow	One character to the right.
Shift+Left Arrow	One character to the left.
Ctrl+Shift+ Right Arrow	To the end of a word.
Ctrl+Shift+ Left Arrow	To the beginning of a word.
Shift+End	To the end of a line.
Shift+Home	To the beginning of a line.
Shift+Down Arrow	One line down.
Shift+Up Arrow	One line up.
Ctrl+Shift+Down Arrow	To the end of a paragraph.
Ctrl+Shift+Up Arrow	To the beginning of a paragraph.
Shift+Page Down	One screen down.
Shift+Page Up	One screen up.
Ctrl+Shift+Home	To the beginning of a document.
Ctrl+Shift+End	To the end of a document.
Alt+Ctrl+Shift+Page Down	To the end of a window.
Ctrl+A	To include the entire document.
Ctrl+Shift+F8 and then use the arrow keys;	To include a vertical block of text.
F8+arrow keys	To include a specific location in a document.

Shortcut Keys	
Invoking	Will:
Ctrl+Shift+SPACEBAR	Create a nonbreaking space.
Ctrl+HYPHEN	Create a nonbreaking hyphen.
Ctrl+B	Make letters bold.
Ctrl+I	Make letters italic.
Ctrl+U	Make letters underline.
Ctrl+Shift+<	Decrease font size.
Ctrl+Shift+>	Increase font size.
Ctrl+Q	Remove paragraph formatting.
Ctrl+SPACEBAR	Remove character formatting.
Ctrl+C	Copy the selected text or object.
Ctrl+X	Cut the selected text or object.
Ctrl+V	Paste text or an object.
Ctrl+Z	Undo the last action.
Ctrl+Y	Redo the last action.



Fonts	
Invoking	Will:
Ctrl+Shift+F	Change the font.
Ctrl+Shift+P	Change the font size.
Ctrl+Shift+>	Increase the font size.
Ctrl+Shift+<	Decrease the font size.
Ctrl+]	Increase the font size by 1 point.
Ctrl+[Decrease the font size by 1 point.

Character Formatting	
Invoking	Will:
Ctrl+D	Change the formatting of characters.
Shift+F3	Change the case of letters.
Ctrl+Shift+A	Format letters as all capitals.
Ctrl+B	Apply bold formatting.
Ctrl+U	Apply an underline.
Ctrl+I	Apply italic formatting.
Ctrl+Shift+K	Format letters as small capitals.
Ctrl+EQUAL SIGN	Apply subscript formatting.
Ctrl+Shift+PLUS SIGN	Apply superscript formatting.
Ctrl+SPACEBAR	Remove manual character formatting.
Ctrl+Shift+Q	Change the selection to the Symbol font.

Line Spacing	
Invoking	Will:
Ctrl+1	Set single-space lines.
Ctrl+2	Set Double-space lines.
Ctrl+5	Set 1.5-line spacing.
Ctrl+0 (zero)	Add or remove one line space preceding a paragraph.

Align Paragraphs	
Invoking	Will:
Ctrl+E	Center a paragraph.
Ctrl+J	Justify a paragraph.
Ctrl+L	Left align a paragraph.
Ctrl+R	Right align a paragraph.
Ctrl+M	Indent a paragraph from the left.
Ctrl+Shift+M	Remove a paragraph indent from the left.
Ctrl+T	Create a hanging indent.
Ctrl+Shift+T	Reduce a hanging indent.
Ctrl+Q	Remove paragraph formatting.

Paragraph Styles	
Invoking	Will:
Ctrl+Shift+S	Apply a style.
Alt+Ctrl+K	Start AutoFormat.
Ctrl+Shift+N	Apply the Normal style.
Alt+Ctrl+1	Apply the Heading 1 style.
Alt+Ctrl+2	Apply the Heading 2 style.
Alt+Ctrl+3	Apply the Heading 3 style.
Ctrl+Shift+L	Apply the List style.

Finding, Replacing, and Browsing	
Invoking	Will:
Ctrl+F	Find text, formatting, and special items.
Alt+Ctrl+Y	Repeat find.
Ctrl+H	Replace text, specific formatting, and special items.
Ctrl+G	Go to a page, bookmark, footnote, table, comment, graphic, or other location.
Alt+Ctrl+Z	Go back to a page, bookmark, footnote, table, comment, graphic, or other location.
Alt+Ctrl+Home	Browse through a document.

Undo and Redo Actions	
Invoking	Will:
Esc	Cancel an action.
Ctrl+Z	Undo an action.
Ctrl+Y	Redo or repeat an action.