

All Caps	CTRL+SHIFT+A	Annotation	ALT+CTRL+M
Application Maximize	ALT+F10	Application Restore	ALT+F5
Apply Heading 1	ALT+CNTRL+1	Apply Heading 2	ALT+CNTRL+2
Apply Heading 3	ALT+CNTRL+3	Apply Bullet List	CNTRL+SHIFT+L
Auto Format	ALT+CNTRL+K	Auto Text	F3 or ALT+CNTRL+V
Bold	CNTRL+B or CNTRL+SHIFT+B	Bookmark	CTRL+SHIFT+F5
Browse Next	CNTRL+Page Down	Browse Previous	CNTRL+ Page Up
Browse Selection	CNTRL+ALT+Home	Cancel	ESC
Center Paragraph	CNTRL+E	Change Case	SHIFT+F3
Character Left	LEFT	Character Left Extend	SHIFT+LEFT
Character Right	RIGHT	Character Right Extend	SHIFT+RIGHT
Clear	DELETE	Close or Exit	ALT+F4
Close Pane	ALT_SHIFT+C	Column Break	CNTRL+SHIFT+ENTER
Column Select	CNTRL+SHIFT+F8	Copy	CNTRL+C or CNTRL:+INSERT
Copy Format	CNTRL+SHIFT+C	Copy Test	SHIFT+F2
Create Auto Text	ALT+F3	Customize Add Menu	ALT+CNTRL+=
Customize Keyboard	ALT+CNTRL+NUM+	Customize Remove Menu	ALT+CNTRL+-
Cut	CNTRL+X or SHIFT+DELETE	Date Field	ALT+SHIFT+D
Delete Back Word	CNTRL+BACKSPACE	Delete Word	CNTRL+DELETE
Dictionary	ALT+SHIFT+F7	Do Field Click	ALT+SHIFT+F9
Document Close	CNTRL+W or CNTRL+F4	Document Maximize	CNTRL+F10
Document Move	CNTRL+F7	Document Restore	CNTRL+F5
Document Size	CNTRL+F8	Document Split	ALT+CNTRL+S
Double Underline	CNTRL+SHIFT+D	End of Column	ALT+PAGE DOWN or ALT+SHIFT+PAGE DOWN
End of Document Extend	SHIFT+END	End of Document	CNTRL+END
End of Line	END	End of Line Extend	SHIFT+END
End of Row	ALT+SHIFT+END or ATL+END	End of Window	ALT+CNTRL+PAGE DOWN

End of Window Extend	ALT+CNTRL+SHIFT+PAGE DOWN	Endnote Now	ALT+CNTRL+D
Extend Selection	F8	Field Character	CNTRL+F9
Field Codes	ALT+F9	Find	CNTRL+F
Font	CNTRL+D or CNTRL+SHIFT+F	Font Size Select	CNTRL+SHIFT+P
Footnote Now	ALT_CNTRL_F	Go Back	SHIFT+F% or ALT+CNTRL+Z
Go To	CNTRL+G or F5	Grow Font	CNTRL+SHIFT+.
Grow Font One Point	CNTRL+]]	Hanging Indent	CNTRL+T
Header Footer Link	ALT+SHIFT+R	Help	F1
Hidden	CNTRL+SHIFT+H	Hyperlink	CNTRL+K
Indent	CNTRL+M	Italic	CNTRL+I or CNTRL+FHIST+I
Justify Paragraph	CNTRL+J	Left Paragraph	CNTRL+L
Line Down	DOWN	Line Down Extend	SHIFT + DOWN
List Number Fields	ALT+CNTRL+L	Lock Fields	CNTRL+3 or CNTRL+F11
Macro	ALT+F*	Mail Merge Check	ALT+SHIFT+K
Mail Merge Edit Data Source	ALT+SHIFT+K	Mail Merge to Document	ALT=SHIFT+N
Mail Merge to Printer	ALT+SHIFT+M	Mark Citation	ALT+SHIFT+I
Mark Index Entry	ALT+SHIFT+X	Mark Table of Contents Entry	ALT+SHIFT+O
Menu Mode	F10	Merge Field	ALT+SHIFT+F
Microsoft Script Editor	ALT+SHIFT+F11	Microsoft System Information	ALT+CNTRL+F1
Move Text	F2	New	CNTRL+N
Next Cell	TAB	Next Field	F11 or ALT+F1
Next Misspelling	ALT+F7	Next Object	ALT+DOWN
Next Window	CNTRL+F6 or ALT+F6	Normal	ALT+CNTRL+N
Normal Style	CNTRL+SHIFT+N or ALT+SHIFT+CLEAR	Open	CNTRL+O or CNTRL+F12 or ALT+CNTRL+F2
Open or Close Up Paragraph	CNTRL+O	Other Pane	F6 or SHIFT+F6
Outline	ALT+CNTRL+O	Outline Collapse	ALT+SHIFT+- or ALT+SHIFT+NUM+-

Outline Demote	ALT+SHIFT+RIGHT	Outline Expand	ALT+SHIFT+= or ALT+SHIFT+NUM +
Outline Move Down	ALT+SHIFT+DOWN	Outline Move Up	ALT+SHIFT+UP
Outline Promote	ALT+SHIFT+LEFT	Outline Show First Line	ALT+SHIFT+L
Overtyp	INSERT	Page	ALT+CNTRL+P
Page Break	CNTRL+ENTER	Page Down	PAGE DOWN
Page Down Extend	SHIFT+PAGE DOWN	Page Up	PAGE UP
Page Up Extend	SHIFT+ PAGE UP	Paste	CNTRL+V or SHIFT+INSERT
Paste Format	CNTRL+SHIFT+V	Previous Cell	SHIFT+TAB
Previous Field	SHIFT+F11 or ALT+SHIFT+F1	Previous Object	ALT+UP
Previous Window	CNTRL+SHIFT+F6 or ALT+SHIFT+F6	Print	CNTRL+P or CHTRL+SHIFT+F12
Print Preview	CNTRL+F2 or ALT+CNTRL+I	Proofing	F7
Redo	ALT+SHIFT+BACKSPACE	Redo or Repeat	CNTRL+Y or F4 or ALT+ENTER
Repeat Find	SHIFT+F4 or ALT+CNTRL+Y	Replace	CNTRL+H
Reset Character	CNTRL+SPACE or CNTRL+SHIFT+Z	Reset Paragraph	CNTRL+Q
Revision Marks Toggle	CNTRL+SHIFT+E	Right Paragraph	CNTRL+R
Save	CNTRL+S or SHIFT+F12 or ALT+SHIFT+F2	Save As	F12
Select All	CNTRL+A or CNTRL+CLEAR	Select Table	ALT+CLEAR
Show All	CNTRL+SHIFT+8	Show All Headings	ALT+SHIFT+A
Show Heading 1	ALT+SHIFT+1	Show Heading 2	ALT+SHIFT+2
Show Heading 3	ALT+SHIFT+3	Show Heading 4	ALT+SHIFT+4
Show Heading 5	ALT+SHIFT+5	Show Heading 6	ALT+SHIFT+6
Show Heading 7	ALT+SHIFT+7	Show Heading 8	ALT+SHIFT+8
Show Heading 9	ALT+SHIFT+9	Shrink Font	CNTRL+SHIFT+,
Shrink Font One Point	CNTRL+[Small Capitals	CNTRL+SHIFT+K
Space Paragraph 1	CNTRL+1	Space Paragraph 2	CNTRL+2
Space Paragraph 3	CNTRL+3	Space Paragraph 4	CNTRL+4
Space Paragraph 5	CNTRL+5	Space Paragraph 6	CNTRL+6

Spike	CNTRL+SHIFT+F3 or CNTRL+F3	Start of Column	ALT+PAGE UP or ALT+SHIFT+PAGE UP
Start of Document Extended	CNTRL+SHIFT+HOME	Start of Document	CNTRL+HOME
Start of Line Extended	SHIFT+HOME	Start of Line	HOME
Start of Row	ALT+HOME or ALT+SHIFT+HOME	Start of Window	ALT+CNTRL+PAGE UP
Start of Window Extended	ALT+CNTRL+SHIFT+PAGE UP	Style	CNTRL+SHIFT+S
Subscript	CNTRL+=	Superscript	CNTRL+SHIFT+=
Symbol Font	CNTRL_SHIFT+Q	Thesaurus	SHIFT+F7
Time Field	ALT+SHIFT+T	Toggle Field Display	SHIFT+F9
Toggle Master Subdocs	CNTRL+\	Tool	SHIFT+F1
Un Hang	CNTRL+SHIFT+T	Un Indent	CNTRL+SHIFT+M
Underline	CNTRL+U or CNTRL+SHIFT+U	Undo	CNTRL+Z or ALT+BACKSPACE
Unlink Fields	CNTRL+6 or CNTRL+SHIFT+F9	Unlock Fields	CNTRL+4 or CNTRL+SHIFT+F11
Update Auto Format	ALT+CNTRL+U	Update Fields	F9 or ALT+SHIFT+U
Update Source	CNTRL+SHIFT+F7	Visual Basic Code	ALT+F11
Web Go Back	ALT+LEFT	Web Go Forward	ALT+RIGHT
Word Left	CNTRL+LEFT	Word Left Extended	CNTRL+SHIFT+LEFT
Word Right	CNTRL+RIGHT	Word Right Extend	CNTRL+SHIFT+RIGHT
Word Underline	CNTRL+SHIFT+W		