

Keyboard Shortcuts – Word 2010

RIBBON AND MENUS

Hide or Show Ribbon	Ctrl F1
Activate Tabs	Alt then letter, eg R for Review
Perform Action	Enter
Cancel	Esc
Show Shortcut Menu	Shift F10

FILES

New File	Ctrl N
Save File	Ctrl S
Save As	F12
Open File	Ctrl O
Print	Ctrl P
Close File	Ctrl W

EDITING

Delete to left	Backspace
Delete to right	Delete
Delete previous word	Ctrl Backspace
Delete next word	Ctrl Delete
Cut	Ctrl X
Copy	Ctrl C
Paste	Ctrl V
Find	Ctrl F
Find Next	Alt Ctrl Y
Replace	Ctrl H
Redo Last Action	Ctrl Y
Undo	Ctrl Z

SELECTING TEXT

F8 Selection

Word	F8 twice
Sentence	F8 three times
Paragraph	F8 four times
Whole document	Ctrl A or F8 five times
Shrink selection	Shift F8

Shift Selection

	Use Shift with quick cursor movements -
Across/down	Shift with cursor keys
End of line	Shift End
Beg. of line	Shift Home
End of document	Shift Ctrl End
One paragraph	Shift Ctrl ↓
One page	Shift PageDown

SPELL CHECK & THESAURUS

Spelling and Grammar	F7
Thesaurus	Shift F7

MOVING AROUND A DOCUMENT

To any location	↑ ↓ ← → cursor keys
Left one character	←
Right one character	→
Left one word	Ctrl ←
Right one word	Ctrl →
Beginning of line	Home
End of line	End
Next line	↓
Previous line	↑
Next paragraph	Ctrl ↓
Previous paragraph	Ctrl ↑
Top of Previous Page	Ctrl PageUp
Top of Next Page	Ctrl PageDown
Previous window	Ctrl Shift F6 or Alt Shift F6
Next screen	PageDown
Previous screen	PageUp
Bottom of Window	Alt Ctrl PageDown
Top of Window	Alt Ctrl PageUp
Top of document	Ctrl Home
Bottom of document	Ctrl End
Go To	Ctrl G
Previous revision	Shift F5

VIEWING A DOCUMENT

Normal View	Alt Ctrl N
Outline View	Alt Ctrl O
Print Layout View	Alt Ctrl P
Show/Hide Non Printing characters	Ctrl Shift *
Split window	Alt Ctrl S

IN OPEN AND SAVE DIALOG BOXES -

Views	Alt 5
Look in: list	F4
Create New Folder	Alt 4
Previous folder	Alt 1
Up One Level	Alt 2
Update file list	F5

INSERTING

Date	Alt Shift D
Line Break	Shift Enter
Non-breaking hyphen	Ctrl Shift Hyphen
Non-breaking space	Ctrl Shift Spacebar
Optional hyphen	Ctrl Hyphen
Page Break	Ctrl Enter
Page Number	Alt Shift P

FORMATTING CHARACTERS

Font dialog box	Ctrl D
Clear manual character formatting	Ctrl Spacebar or
Copy Formatting	Ctrl Shift C
Paste Formatting	Ctrl Shift V
Change Case	Shift F3
All Caps	Ctrl Shift A
Bold	Ctrl B
Italics	Ctrl I
Small caps	Ctrl Shift K
Subscript	Ctrl =
Superscript	Ctrl +
Symbol Font	Ctrl Shift Q
Underline	Ctrl U
Underline words only	Ctrl Shift W
Double Underline	Ctrl Shift D
Grow font 1 point	Ctrl]
Shrink font 1 point	Ctrl [
Grow font to next available size	Ctrl >
Shrink font to next available size	Ctrl <

FORMATTING PARAGRAPHS

Clear manual paragraph formatting	Ctrl Q
Left align paragraph	Ctrl L
Justify paragraph	Ctrl J
Right align paragraph	Ctrl R
Centre paragraph	Ctrl E
Single spacing	Ctrl 1
1.5 line spacing	Ctrl 5
Double spacing	Ctrl 2
Add/Remove 12 pt space before paragraph	Ctrl 0 (zero)
Increase Indent	Ctrl M
Decrease Indent	Ctrl Shift M
Hanging Indent	Ctrl T
Decrease hanging indent	Ctrl Shift T

HELP

Open Help	F1
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MANAGING WORD WINDOWS

Next window	Ctrl F6
Previous window	Ctrl Shift F6
Maximise Word window	Alt F10
Restore Word window	Alt F5
Close window	Ctrl W

COMMON SYMBOLS

... (Ellipsis)	Alt Ctrl .
– (En dash)	Ctrl NumPad -
— (Em dash)	Alt Ctrl NumPad -
™ (Trademark)	Alt Ctrl T
© (Copyright)	Alt Ctrl C
® (Registered trademark)	Alt Ctrl R

Use Num Lock on and NumPad for the following:

£ (English pound)	Alt 156
½ (half)	Alt 171
¼ (quarter)	Alt 172
÷ (division)	Alt 246
° (degrees)	Alt 248
• (small bullet)	Alt 249
² (power of 2)	Alt 253

WORD COUNT

Word count dialog box	Ctrl Shift G
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