

191 Shortcuts for Microsoft Word 2013 (Windows)

Manage Word Documents and View	
Ctrl+N	Create new document
Ctrl+O	Open document
Ctrl+W	Close document
Ctrl+S	Save document
F12	Save document as
Ctrl+P	Print document/ print preview
Ctrl+F6	Switch between multiple Word documents
Alt, then F, R	Open Recent (file, recent)
Alt+Ctrl+P	Switch to Print Layout view
Alt+Ctrl+O	Switch to Outline view
Alt+Ctrl+N	Switch to Draft view (used to be normal view)
Ctrl+scroll mouse	Zoom in and zoom out
Alt then w, q	Open Zoom Menu (no native shortcut exists for zoom in/ zoom out)
Alt+Ctrl+S	Split the document window

Navigate in Word Documents	
Arrow Left/Arrow Right	Jump one character to the left / to the right
Ctrl+Arrow Left/Ctrl+Arrow Right	Jump one word to the left / to the right
End/Home	Jump to the end of a line / beginning of a line
Arrow Down/Arrow Up	Jump one line down / one line up
Ctrl+Arrow Down/Arrow Up	Jump one paragraph down / one paragraph up
Page Down/Page Up	Jump one screen down/ one screen up
Ctrl+Page Down/Page Up	Move to beginning of next page / beginning of previous page
Alt+Ctrl+Page Down/Page Up	Jump to top / to bottom of visible window
Ctrl+End/Home	Jump to end / to beginning of document
F6	Cycle through Ribbon/open panes/Status Bar/document window
Ctrl+G or F5	Go to a page, bookmark, footnote, table, comment, graphic, or other location
Alt+Ctrl+Z	Go back to previously edited location in document (up to 4 places)
Shift+F5	Go to a the last change or revision. Also works after opening document.
Ctrl+Shift+F5	Set, go to and edit bookmarks

Select Text, Move, and Delete Text	
Shift+Arrow Right/Arrow Left	Extend selection one character to the right / to the left
Ctrl+Shift+Arrow Right/Arrow Left	Extend selection one word to the right / to the left
Shift+End/ Home	Extend selection to the end / to beginning of a line
Shift+Arrow Down/Arrow Up	Extend selection one line down / one line up
Shift+Page Down/Page Up	Extend selection one screen down / one screen up
Ctrl+Shift+End/Home	Extend selection to end / to beginning of document
Alt+Ctrl+Shift+Page Down/Page Up	Extend selection to end / to beginning of visible window
Ctrl+A	Select all - Extend selection to entire document
Arrow Keys	Cancel selection and return to beginning / to end of selection
F8	Turn Extend Mode on: Extend selection without pressing Shift

Enter (in extended mode)	After pressing F8 for Extended Mode, adds one paragraph to selection
Arrow keys , Page up/Page down	Extend selection in Extended Mode:
Shift+F8	Reduce the size of a selection in Extended Mode
Ctrl+Shift+f8, and arrow keys	Select a vertical block of text in Extended Mode
Esc	Turn extend mode off
F2, then move to position and press Enter	Move selected text to different position
Shift+F2, then move to position and press Enter	Copy selected text to different position
Delete/Backspace	Delete one character to the right / to the left (or delete selection)
Ctrl+Delete/Backspace	Delete one word to the right / to the left
Delete	Delete one character to the right or delete selection
Ctrl+Shift+<</sc>/<sc>Ctrl+Shift+>>	Decrease / Increase font size one value

Undo, Copy and Paste	
Ctrl+z	Undo the last action
Ctrl+Y	Redo the last action
Ctrl+X / Ctrl+C / Ctrl+V	Cut / copy/ paste selected text or object
Ctrl+Shift+C	Copy text format
Ctrl+Shift+V	Paste text format
Ctrl+V, then Ctrl, then K	Paste and keep Source Formatting
Ctrl+V, then Ctrl, then T	Paste and keep Text only
Alt+Shift+R	Copy the header or footer from previous section of the document

Insert Special Characters, Text Elements, and Breaks	
Alt+Ctrl+C	Insert Copyright symbol
Alt+Ctrl+T	Insert Trademark symbol
Alt+Ctrl+R	Insert Registered Trademark symbol
Alt+Ctrl+E	Insert Euro Currency symbol
Alt+Ctrl+.	Insert horizontal ellipsis (?)
Alt+Ctrl+-	Insert em dash
Alt+Ctrl+<sc>+</sc>	Insert en dash
Alt, then n,u	Insert Symbol (insert menu)
Type character code and press Alt+X	Insert Unicode character, e.g. 20ac
Alt+character code on numeric keyboard	Insert ANSI character
Alt+Ctrl+F	Insert a Footnote
Alt+Ctrl+D	Insert an Endnote
Ctrl+k	Insert a hyperlink
Alt+Shift+i	Insert Citation Mark
Alt+Shift+x	Insert Index Mark
Enter	Insert paragraph break
Shift+Enter	Insert line break without breaking paragraph
Ctrl+Enter	Insert page break
Ctrl+Shift+Enter	Insert column break (break table)
Ctrl+Shift+Space	Insert nonbreaking space
Ctrl+Shift+- (Hyphen)	Insert nonbreaking hyphen

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Ctrl+-	Insert optional hyphen
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Format Text and Paragraph	
Ctrl+B	Apply/remove bold
Ctrl+I	Apply/remove italic
Ctrl+U	Apply/remove underline
Ctrl+Shift+D	Apply/remove double-underline
Ctrl+Shift+W	Apply/remove words underline (only words, no spaces)
Ctrl+Shift+H	Apply/remove hidden formatting
Ctrl+Shift+A	Apply/remove all Cap
Ctrl+Shift+k	Apply/remove small capitals
Ctrl+D	Open the Font dialog box
Ctrl+Shift+<</sc>/<s c>>	Decrease / Increase font size one value
Ctrl+<sc>/</sc>	Decrease / Increase font size one point
Ctrl+=	Apply/remove subscript
Ctrl+Shift+=	Apply/remove superscript
Ctrl+Shift+C	Copy formatting
Ctrl+Shift+V	Paste formatting
Shift+F3	Change between all upper-, first letter upper- and all lower-case
Alt+H, 4	Apply strike-through formatting (font dialog)
Ctrl+Shift+Q	Change the selection to the Symbol font
Shift+F1	Reveal Formatting (show all formats of selection)
Ctrl+Alt+H	Apply/remove Highlight Text Feature

Format Paragraphs and Apply Styles	
Ctrl+R	Right-align paragraph
Ctrl+L	Left-align paragraph
Ctrl+E	Center-align paragraph
Ctrl+J	Justify-align paragraph
Ctrl+M/Ctrl+Shift+M	Indent paragraph from the left and increase / decrease indent
Ctrl+T	Increase hanging indent
Ctrl+Shift+T	Decrease hanging indent
Ctrl+1	Set line-spacing to single-space
Ctrl+2	Set line-spacing to double-space
Ctrl+5	Set line-spacing to 1.5
Ctrl+0 (zero)	Add or remove one line space preceding a paragraph
Alt+Ctrl+Shift+s	Open or close Styles task pane
Alt+Ctrl+1	Apply Heading 1 style
Alt+Ctrl+2	Apply Heading 2 style
Alt+Ctrl+3	Apply Heading 3 style
Alt+Shift+Arrow Right/Arrow Left	Promote / demote Headings
Ctrl+Shift+N	Apply Normal style
Ctrl+Shift+S	Open Apply Styles task pane (will not close with pressing it a second time)

Search and Replace	
Ctrl+H	Open traditional find and replace window
Ctrl+H, then Alt+D	Open traditional find window
Shift+F4	Repeat last find after closing find window
Ctrl+Tab	Jump between find menu and document
Alt+Space, Arrow keys and Enter	Move find menu window
Esc	Close traditional search window if active
Ctrl+f	Open (new) search menu in navigation task pane

Alt,W,K	Open and close Navigation pane (View, Navigation)
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Ribbons and Navigation Pane	
Ctrl+F1	Show or hide the ribbon
Space or Enter	When in ribbon Open or activate selected item
Alt,W,K	Open and close Navigation pane (View, Navigation)
F6/Shift+F6	With Navigation Pane open: Switch forward / backwards between (1) Navigation Pane, (2) Bottom Taskbar, (3) Ribbon, and (4) Document
Tab/Shift+Tab	In Navigation Pane: Move through Navigation Pane options

Tables	
Arrow Down/Arrow Up	Jump one row down / one row up
Tab/Shift+Tab	Jump to (and select) next / previous table cell
Alt+Home/Alt+End	Jump to first column/ jump to last column
Alt+Page Up/Alt+Page Down	Jump to first row / jump to last row
Ctrl+Arrow Left/Ctrl+Arrow Right	One cell to the left / to the right
Shift+End	Select current table cell
end, then shift+Home	Select content of current table cell
Press and hold shift and press arrow keys repeatedly	Extend selection to adjacent cells
Ctrl+Shift+f8, then press	Extend selection or block
Alt+5 on numeric keypad (with numLock off)	Select an entire table
Alt+Shift+Arrow Up/Alt+Shift+Arrow Down	Move current row up or down
In first column, press shift+end	Select row*
In first row press alt+Shift+Page Down	Select column
Shift+Del	Delete columns with columns selected

Outline View	
Ctrl+Shift+O	Switch to Outline View
Tab/Shift+Tab	Promote / Demote a paragraph (or Alt+Shift+Arrow Left/Arrow Right)
Alt+Shift+Arrow Up/ Arrow Down	Move selected paragraphs up / down
Ctrl+Shift+N	Demote to body text (set style to normal)
Alt+Shift++ / -	Expand / Collapse text under a heading
Alt+Shift+A	Expand or collapse all text or headings
/ key on the numeric keypad	Hide or display character formatting
Alt+Shift+L	Show the first line of body text or all body text
Alt+Shift+1	Show all headings with the Heading 1 style
Alt+Shift+n	Show all headings up to Heading n
Ctrl+Tab	Insert a tab character

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Review Documents	
F7	Choose the Spelling command (Review tab).
Alt+Ctrl+M	Insert a comment
Ctrl+Shift+E	Turn change tracking on or off
Alt+Shift+C	Close the Reviewing Pane if it is open.
Ctrl+Shift+*	Display nonprinting characters.
Alt+F10	Display the Selection and Visibility task pane.
Ctrl+Shift+G	Open the Word Counting dialog box.

Print Documents	
Ctrl+P	Print a document (print preview)
Esc	Close print preview
Arrow keys, Page up /Page Down	Move around the preview pages (with focus on preview page*)
Ctrl+Home/Ctrl+End	Move to first page / last page (with focus on preview page)

Enter Special Fields	
Alt+Shift+D	Insert current Date Field
Alt+Shift+P	Insert Page Number Field
Alt+Shift+t	Insert current Time Field
Alt+Shift+I	Insert Mark Citation Field
Alt+Shift+X	Insert Mark Index Field
Alt+Shift+O	Insert Table of Content
Ctrl+F9	Insert an empty field
Ctrl+Shift+l	Insert a LISTNUM field
Shift+F9	Show or hide field code/result of selected field
Alt+F9	Show or hide field codes/results of all fields in document
F9	Update selected fields*
F11/Shift+F11	Go to the next field/ previous field
Ctrl+Shift+F7	Update linked information in a Microsoft Word source document
Ctrl+Shift+F9	Unlink a field
Ctrl+F11/Ctrl+Shift+F11	Lock a field / Unlock a field

Mail Merge	
Alt+Shift+K	Preview a mail merge
Alt+Shift+N	Merge a document
Alt+Shift+M	Print the merged document
Alt+Shift+E	Edit a mail-merge data document
Alt+Shift+F	Insert a merge Field

The Rest	
F1	Get Help or visit Microsoft Office.com
Alt+Space	Open the window menu
Alt+F4	Exit Word
Shift+F10	Display a shortcut menu (Simulate right mouse button)
Alt+F3	Create new Building block with selected texts

