

Word shortcut keys

The name of the command	Keys
Apply a list bullets	Ctrl+Shift+L
Auto format	Alt+Ctrl+K
Auto text	F3
Bold	Ctrl+B
Cancel	Esc
Clear	Del
Close or terminate	Alt+F4
Copy	Control + C
Create auto text	Alt+F3
Cut	Ctrl+X
Double underline	Ctrl+Shift+D
Find	Ctrl+F
Help	F1
Hyperlink	Control + K
Indent	Ctrl+ M
Slash	Control +I
Adjust to	Ctrl+ J
Merge the field	Alt+Shift+F
New document	Ctrl+N
Open	Ctrl+O
Outline	Alt+Ctrl+O
Overtyping	Insert
Page	Alt+Ctrl+P
Page break	Ctrl+ Returns
Paste	Ctrl+V
Paste format	Ctrl+Shift+V

Print	Control + P
Print preview	Ctrl+F2
Re -	Alt+Shift+Rear Distance
Repeat or repeat	Ctrl+Y
Save	Ctrl+ S
Select all	Ctrl+A
Low	Ctrl+=
High	Ctrl + Shift+=
Part of the tasks	Ctrl+F1
Time field	Alt+Shift+T
Underline	Ctrl+U
Undo	Ctrl+Z
Update fields	F9
List of words	Ctrl+Shift+G

Job keys	
F1	Get help or visit Microsoft Office Online.
F2	Move text or graphics.
F3	Insert autotext (autotext: a storage location for the text or graphics you want to use again, such as a standard node statement or a long distribution list. Enter (after Microsoft Word displays the entry).
F4	Repeat the last action.
F5	Choose the go to (list editing).
F6	Go to the next part or frame.
F7	Choose the spelling command (tool list).
F8	Expand the selection.
F9	Update selected fields.
F10	Activate the menu bar.
F11	Go to the next field.
F12	Choose the Save command as a (file list).

SHIFT+ key function	
SHIFT+ F1	Start context-sensitive instructions or detect formatting.
SHIFT+ F2	Copy the text.

SHIFT+ F3	Change the status of the letters.
SHIFT+ F4	Repeat a search or go to.
SHIFT+ F5	Go to the last change.
SHIFT+ F6	Go to the previous part or frame.
SHIFT+ F7	Choose the Thesy dictionary command (tool list, sub-language list).
SHIFT+ F8	Reduce selection.
SHIFT+ F9	Switch between the field icon and the result.
SHIFT + F10	View a shortlist.
SHIFT + F11	Go to the previous field.
SHIFT+ F12	Choose the Save Command (file list).

CTRL+Function Key	
CTRL+F2	Choose the "Preview before print" (file list) command.
CTRL+F3	Cut to Spy (Spy: Auto-enter for multiple deletion storage).
CTRL+F4	Close the window.
CTRL+F5	Restore the size of the document window (for example, after you enlarge it).
CTRL+F6	Go to the next window.
CTRL+F7	Choose the transfer order (the shortlist for the address bar).
CTRL+F8	Choose the size command (a shortlist for the title bar).
CTRL+F9	Insert an empty field.
CTRL +F10	Zoom in on the document window.
CTRL + F11	Secure a field.
CTRL + F12	Choose the Open Command (file list).

CTRL+SHIFT+function key	
CTRL + SHIFT + F3	Insert spike content (Spy: Auto-enter for multiple deletions).
CTRL + SHIFT + F5	Edit a bookmark.
CTRL + SHIFT + F6	Go to the previous window.
CTRL + SHIFT + F7	Update the associated information in the Microsoft Word Source document.
CTRL+ SHIFT + F8	Expand the selection or block (then press an arrow key).
CTRL+ SHIFT + F9	Unlink a field.
CTRL + SHIFT + F11	Unlock a field.
CTRL + SHIFT + F12	Choose the Print Command (file list).

ALT + function key	
ALT+F1	Go to the next field.
ALT+F3	Create autotext (autotext: a storage location for the text or graphics you want to use again, such as a standard node statement or a long distribution list. Entry.
ALT+F4	End Microsoft Word.
ALT+F5	Restore the size of the program window.
ALT+F6	Go from an open dialog box back to the document to dialog boxes such as search and replace that support this behavior.
ALT+F7	Look for the following spelling error or grammatical error. You must select the spelling check box while typing (tool list, dialog options, Spell and grammar tab).
ALT+F8	Run macro.
ALT+F9	Switch between all field codes and their results.
ALT +F10	Enlarge the program window.
ALT +F11	View the code for Microsoft Visual Basic.

ALT + SHIFT Key + Function	
ALT+SHIFT+F1	Go to the previous field.
ALT+SHIFT+F2	Choose the Save Command (file list).
ALT+SHIFT+F9	Run GOTOBUTTON or Macro-Ton from the field that displays field results.
ALT+SHIFT+F10	View the list or message for a smart tag. If there's more than one smart tag, switch to the next smart tag and view the smart tag A list or message.
ALT+ SHIFT + F11	Microsoft Script editor started

CTRL + ALT + Function Key	
CTRL +ALT + F1	View Microsoft system information.
CTRL+ALT+F2	Open the command (file list).