

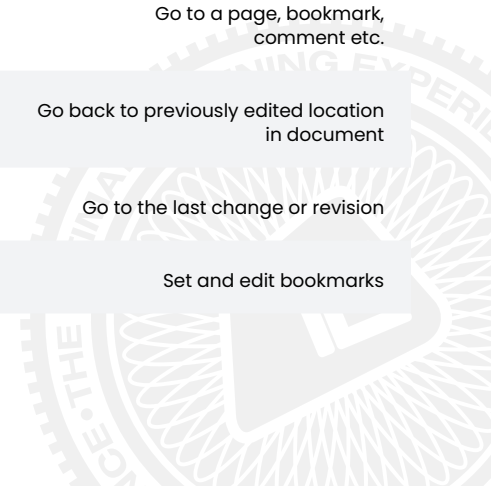


General

CTRL N	Create new document	CTRL X	Cut text or object
CTRL O	Open document	CTRL C	Copy text or object
CTRL W	Close document	CTRL V	Paste selected text or object
CTRL S	Save document	CTRL SHIFT C	Copy text format
F2	Save document as	CTRL SHIFT V	Paste text format
CTRL P	Print document	CTRL V THEN CTRL THEN K	Paste and keep source formatting
ALT THEN F R	Open recent file	CTRL V THEN CTRL THEN T	Paste and keep text only
CTRL Z	Undo the last action	CTRL FI	Show or Hide the Ribbon
CTRL Y	Redo the last action		

Navigation in Word Documents

	Jump one character to the left	PB ↑	Jump one screen up
	Jump one character to the right	CTRL PB ↓	Move to beginning of next page
CTRL	Jump one word to the left	CTRL PB ↑	Move to beginning of previous page
CTRL	Jump one word to the right	ALT CTRL PB ↓	Jump to top of visible window
END	Jump to the end of a line	ALT CTRL PB ↑	Jump to bottom of visible window
HOME	Jump to the beginning of a line	CTRL END	Jump to end of document
	Jump one line down	CTRL G F5	Go to a page, bookmark, comment etc.
	Jump one line up	ALT CTRL Z	Go back to previously edited location in document
CTRL	Jump one paragraph down	SHIFT F5	Go to the last change or revision
CTRL	Jump one paragraph up	CTRL SHIFT F5	Set and edit bookmarks
PB ↓	Jump one screen down		



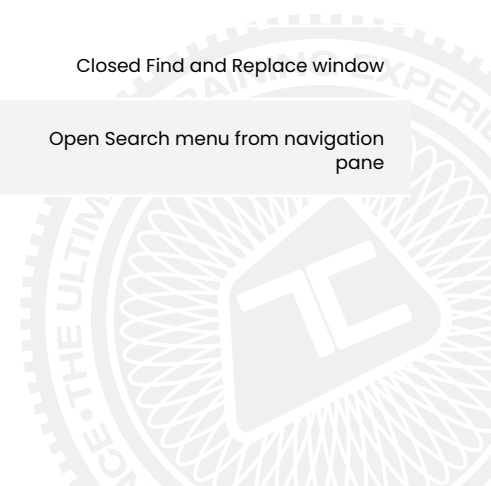


Extend Selection (Select text, move and delete)

	Extend selection one character to the right		Select entire document
	Extend selection one character to the left		Turn extend mode on
	Extend selection one word to the right		adds one paragraph to selection
	Extend selection one word to the left		Extend selection in extend mode
	Extend selection to the end of a line		Reduce the size of a selection in extend mode
	Extend selection to the beginning of a line		Select a vertical block of text in extend mode
	Extend selection one line down		Turn extend mode off
	Extend selection one line up		Delete one character to the right
	Extend selection one screen down		Delete one character to the left
	Extend selection one screen up		Delete one word to the right
	Extend selection to end of document		Delete one word to the left
	Extend selection to beginning of document		Delete one character to the right or delete selection
	Extend selection to end of visible window		Decrease font size one value
	Extend selection to beginning of visible window		Increase font size one value

Find and Replace

	Open find and replace window		Closed Find and Replace window
	Repeat last find after closing find window		Open Search menu from navigation pane
	Jump between find menu and document		



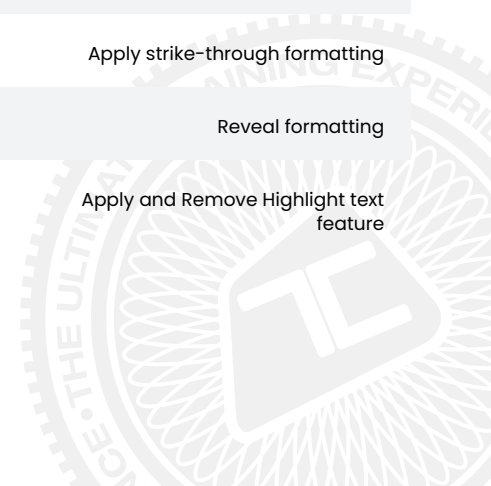


Insert special characters, Text elements and Breaks

ALT CTRL C	Insert Copyright symbol	ALT SHIFT I	Insert Citation Mark
ALT CTRL T	Insert Trademark symbol	ALT SHIFT X	Insert Index Mark
ALT CTRL R	Insert Registered Trademark symbol	ENTER	Insert Paragraph Break
ALT CTRL E	Insert Euro currency symbol	SHIFT ENTER	Insert line break without breaking paragraph
ALT CTRL .	Insert horizontal ellipsis(...)	CTRL ENTER	Insert Page Break
ALT CTRL -	Insert Em dash	CTRL SHIFT ENTER	Insert column break
ALT THEN N THEN U	Insert Symbol	CTRL SHIFT SPACE	Insert Non breaking space
ALT CTRL F	Insert Footnote	CTRL SHIFT -	Insert Non Breaking Hyphen
ALT CTRL D	Insert an Endnote	CTRL -	Insert Hyphen
CTRL K	Insert a Hyperlink		

Format Text and Paragraph

CTRL B	Apply and Remove Bold	CTRL SHIFT <	Decrease font size by one value
CTRL I	Apply and Remove Italic	CTRL =	Apply and Remove subscript
CTRL U	Apply and Remove Underline	CTRL SHIFT =	Apply and Remove Superscript
CTRL SHIFT D	Apply and Remove double-underline	CTRL SHIFT C	Copy formatting
CTRL SHIFT W	Apply and Remove words underline	CTRL SHIFT V	Paste formatting
CTRL SHIFT A	Apply and Remove Big capitals	SHIFT F8	Change between all case
CTRL SHIFT K	Apply and Remove Small capitals	ALT H THEN 4	Apply strike-through formatting
CTRL D	Open Font dialog box	SHIFT F1	Reveal formatting
CTRL SHIFT >	Increase font size by one value	CTRL ALT H	Apply and Remove Highlight text feature





Format Paragraphs & Apply Styles

CTRL R

Right align paragraph

CTRL L

Left align paragraph

CTRL E

Center align paragraph

CTRL J

Justify align paragraph

CTRL 1

Set line spacing to single space

CTRL 2

Set line spacing to double space

CTRL 5

Set line spacing to 1.5

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

CTRL SHIFT N

Apply Normal Style

CTRL SHIFT S

Open apply styles task pane

Review Documents

F7

Choose the spelling command

ALT CTRL M

Insert a comment

CTRL SHIFT E

Turn change tracking on and off

ALT F10

Display the selection

CTRL SHIFT G

Open the word counting dialog box

Enter some Special fields

ALT SHIFT D

Insert current Date

ALT SHIFT P

Insert Page number

ALT SHIFT T

Insert Current Time

ALT SHIFT I

Insert Mark citation

ALT SHIFT X

Insert Mark Index

ALT SHIFT O

Insert Table of Content

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 document

ALT SHIFT F

Insert a merge field

