

- Command Name                      Shortcut Keys
- *All Caps*                              *CTRL+SHIFT+A*
- *Annotation*                            *ALT+CTRL+M*
- *App Maximize*                        *ALT+F10*
- *App Restore*                         *ALT+F5*
- Apply Heading1                        ALT+CTRL+1
- Apply Heading2                        ALT+CTRL+2
- Apply Heading3                        ALT+CTRL+3
- Apply List Bullet                      CTRL+SHIFT+L
- Auto Format                            ALT+CTRL+K
- Auto Text                                F3 or ALT+CTRL+V
- Bold                                      CTRL+B or CTRL+SHIFT+B
- Bookmark                                CTRL+SHIFT+F5
- Browse Next                            CTRL+PAGE DOWN
- Browse Previous                        CTRL+PAGE UP
- Browse Sel                              ALT+CTRL+HOME
- Cancel                                    ESC
- Center Para                             CTRL+E
- Change Case                            SHIFT+F3
- Char Left                                LEFT
- Char Left Extend                        SHIFT+LEFT
- Char Right                              RIGHT
- Char Right Extend                        SHIFT+RIGHT
- Clear                                     DELETE
- Close or Exit                            ALT+F4
- Close Pane                              ALT+SHIFT+C
- Column Break                            CTRL+SHIFT+ENTER
- Column Select                            CTRL+SHIFT+F8
- Copy                                      CTRL+C or CTRL+INSERT
- Copy Format                              CTRL+SHIFT+C
- Copy Text                                SHIFT+F2
- Create Auto Text                        ALT+F3
- Customize Add Menu                      ALT+CTRL+=
- Customize Keyboard                      ALT+CTRL+NUM +
- Customize Remove Menu                    ALT+CTRL+-
- Cut                                        CTRL+X or SHIFT+DELETE
- Date Field                                ALT+SHIFT+D
- Delete Back Word                        CTRL+BACKSPACE
- Delete Word                              CTRL+DELETE
- Dictionary                                ALT+SHIFT+F7

- Do Field Click           ALT+SHIFT+F9
- Doc Close               CTRL+W or CTRL+F4
- Doc Maximize           CTRL+F10
- Doc Move               CTRL+F7
- Doc Restore            CTRL+F5
- Doc Size                CTRL+F8
- Doc Split               ALT+CTRL+S
- Double Underline       CTRL+SHIFT+D
- End of Column           ALT+PAGE DOWN
- End of Column           ALT+SHIFT+PAGE DOWN
- End of Doc Extend       CTRL+SHIFT+END
- End of Document        CTRL+END
- End of Line             END
- End of Line Extend      SHIFT+END
- End of Row              ALT+END
- End of Row              ALT+SHIFT+END
- End of Window          ALT+CTRL+PAGE DOWN
- End of Window Extend   ALT+CTRL+SHIFT+PAGE DOWN
- Endnote Now            ALT+CTRL+D
- Extend Selection        F8
- Field Chars             CTRL+F9
- Field Codes             ALT+F9
- Find                    CTRL+F
- Font                    CTRL+D or CTRL+SHIFT+F
- Font Size Select        CTRL+SHIFT+P
- Footnote Now            ALT+CTRL+F
- Go Back                 SHIFT+F5 or ALT+CTRL+Z
- Go To                   CTRL+G or F5
- Grow Font               CTRL+SHIFT+.
- Grow Font One Point    CTRL+]
- Hanging Indent         CTRL+T
- Header Footer Link     ALT+SHIFT+R
- Help                    F1
- Hidden                  CTRL+SHIFT+H
- Hyperlink               CTRL+K
- Indent                  CTRL+M
- Italic                  CTRL+I or CTRL+SHIFT+I
- Justify Para            CTRL+J
- Left Para               CTRL+L
- Line Down               DOWN

- Line Down Extend       SHIFT+DOWN
- Line Up                 UP
- Line Up Extend         SHIFT+UP
- List Num Field         ALT+CTRL+L
- Lock Fields            CTRL+3 or CTRL+F11
- Macro                  ALT+F8
- Mail Merge Check       ALT+SHIFT+K
- Mail Merge Edit Data Source ALT+SHIFT+E
- Mail Merge to Doc      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 Info   ALT+CTRL+F1
- Move Text              F2
- New                    CTRL+N
- Next Cell              TAB
- Next Field             F11 or ALT+F1
- Next Misspelling       ALT+F7
- Next Object            ALT+DOWN
- Next Window            CTRL+F6 or ALT+F6
- Normal                 ALT+CTRL+N
- Normal Style           CTRL+SHIFT+N or ALT+SHIFT+CLEAR (NUM 5)
- Open                   CTRL+O or CTRL+F12 or ALT+CTRL+F2
- Open or Close Up Para   CTRL+0
- Other Pane             F6 or SHIFT+F6
- Outline                ALT+CTRL+O
- Outline Collapse       ALT+SHIFT+- or ALT+SHIFT+NUM -
- Outline Demote         ALT+SHIFT+RIGHT
- Outline Expand         ALT+SHIFT+=
- Outline Expand         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
- Overtyping             INSERT
- Page                   ALT+CTRL+P

- Page Break            CTRL+ENTER
- Page Down            PAGE DOWN
- Page Down Extend    SHIFT+PAGE DOWN
- Page Field            ALT+SHIFT+P
- Page Up              PAGE UP
- Page Up Extend      SHIFT+PAGE UP
- Para Down            CTRL+DOWN
- Para Down Extend    CTRL+SHIFT+DOWN
- Para Up              CTRL+UP
- Para Up Extend      CTRL+SHIFT+UP
- Paste                 CTRL+V or SHIFT+INSERT
- Paste Format         CTRL+SHIFT+V
- Prev Cell             SHIFT+TAB
- Prev Field            SHIFT+F11 or ALT+SHIFT+F1
- Prev Object         ALT+UP
- Prev Window         CTRL+SHIFT+F6 or ALT+SHIFT+F6
- Print                 CTRL+P or CTRL+SHIFT+F12
- Print Preview        CTRL+F2 or ALT+CTRL+I
- Proofing             F7
- Redo                 ALT+SHIFT+BACKSPACE
- Redo or Repeat      CTRL+Y or F4 or ALT+ENTER
- Repeat Find         SHIFT+F4 or ALT+CTRL+Y
- Replace              CTRL+H
- Reset Char          CTRL+SPACE or CTRL+SHIFT+Z
- Reset Para          CTRL+Q
- Revision Marks Toggle    CTRL+SHIFT+E
- Right Para          CTRL+R
- Save                 CTRL+S or SHIFT+F12 or ALT+SHIFT+F2
- Save As              F12
- Select All            CTRL+A or CTRL+CLEAR (NUM 5) or CTRL+NUM 5
- Select Table         ALT+CLEAR (NUM 5)
- Show All             CTRL+SHIFT+8
- Show All Headings    ALT+SHIFT+A
- Show Heading1      ALT+SHIFT+1
- Show Heading2      ALT+SHIFT+2
- Show Heading3      ALT+SHIFT+3
- Show Heading4      ALT+SHIFT+4
- Show Heading5      ALT+SHIFT+5
- Show Heading6      ALT+SHIFT+6
- Show Heading7      ALT+SHIFT+7

- Show Heading8 ALT+SHIFT+8
- Show Heading9 ALT+SHIFT+9
- Shrink Font CTRL+SHIFT+,
- Shrink Font One Point CTRL+[
- Small Caps CTRL+SHIFT+K
- Space Para1 CTRL+1
- Space Para15 CTRL+5
- Space Para2 CTRL+2
- Spike CTRL+SHIFT+F3 or CTRL+F3
- Start of Column ALT+PAGE UP
- Start of Column ALT+SHIFT+PAGE UP
- Start of Doc Extend CTRL+SHIFT+HOME
- Start of Document CTRL+HOME
- Start of Line HOME
- Start of Line Extend SHIFT+HOME
- Start of Row ALT+HOME
- Start of Row ALT+SHIFT+HOME
- Start of Window ALT+CTRL+PAGE UP
- Start of Window Extend ALT+CTRL+SHIFT+PAGE UP
- Style CTRL+SHIFT+S
- Subscript CTRL+=
- Superscript CTRL+SHIFT+=
- Symbol Font CTRL+SHIFT+Q
- Thesaurus SHIFT+F7
- Time Field ALT+SHIFT+T
- Toggle Field Display SHIFT+F9
- Toggle Master Subdocs CTRL+\
- Tool SHIFT+F1
- Un Hang CTRL+SHIFT+T
- Un Indent CTRL+SHIFT+M
- Underline CTRL+U or CTRL+SHIFT+U
- Undo CTRL+Z or ALT+BACKSPACE
- Unlink Fields CTRL+6 or CTRL+SHIFT+F9
- Unlock Fields CTRL+4 or CTRL+SHIFT+F11
- Update Auto Format ALT+CTRL+U
- Update Fields F9 or ALT+SHIFT+U
- Update Source CTRL+SHIFT+F7
- VBCode ALT+F11
- Web Go Back ALT+LEFT
- Web Go Forward ALT+RIGHT

- Word Left CTRL+LEFT
- Word Left Extend CTRL+SHIFT+LEFT
- Word Right CTRL+RIGHT
- Word Right Extend CTRL+SHIFT+RIGHT
- Word Underline CTRL+SHIFT+W