

MS Word Shortcut Tip Sheet

You can often set up a new keyboard shortcut to fit your hand preference and reach.
Parts of this tip sheet were adapted from www.word.mvps.org/FAQs/General/Shortcuts.htm

Keyboard Shortcuts

Many work in all Windows programs. Some of these shortcuts are noted in the dropdown menus.

Ctrl + C for copy	Ctrl + Z for undo	Ctrl + L to left-justify text
Ctrl + V for paste	Ctrl + Y for redo	Ctrl + E to centre it
Ctrl + B for bold	Ctrl + F2 for print preview.	Ctrl + J to justify it
Ctrl + I for italics		Ctrl + R to right-justify it.

Dropdown Menus

For quick access to the menus, note the underlined letter in the menu action name. Press Alt + letter to jump to or initiate that action. Learn a few of the ones most useful to you.

Alt + V and then P changes your page to Page Layout View

Alt + V and then O changes your page to Outline View

Last Edit

Get back to where you left off — even after closing the program!

Press Shift + F5

It works for up to the last three places where you made changes ... just keep pressing Shift+F5

Change Text Case

Select text and press Shift + F3

Repeat to work your way through the options. Find more options in the menu: Format > Change Case.

Repeat Commands, like bolding, pasting, etc., press F4.

Remove Manual Formatting

To get the default for that style:

Press Ctrl + Spacebar to remove character formatting

Press Ctrl + Q to remove paragraph formatting.

Press Ctrl + Shift + N to change to the style "Normal"

Get Rid of all Formatting

Press Ctrl + A (Select All), Ctrl + Spacebar and Ctrl + Q, then Ctrl + Shift + N to put everything in "Normal"

Copy Formatting

Including styles, in a single document or across multiple documents

Ctrl + Shift + C to copy formatting

Ctrl + Shift + V to paste it.

To Select Text

Put your cursor where you want to start selecting, hold down the Shift key and then use the up or down arrow to select material above or below.

Ctrl + Shift + End jumps the selection to the end of the work

Shift + Up or Down Arrow selects one line at a time

Shift + PgUp and PgDn selects one screen

Convert Field Text to Ordinary Text

Ctrl+Shift+F9 shortcut, you can convert field results to straight text

Resources

<http://wordtips.vitalnews.com> Lots of tips – includes versions of Word

www.ddmcomputing.com/word/ Nicely arranged. Check out their shortcut keys section

www.word.mvps.org Check out their FAQ and Tutorial sections

www.ecs.psu.edu/training/Software_Tips/Word.htm