

# Word Keyboard Shortcuts

These keyboard shortcuts work in Microsoft Word for Windows 2003, 2007 and 2010.

## Move cursor

Keys	Function
↑	Up one line
↓	Down one line
←	One character to the left
→	One character to the right
[Home]	Go to beginning of line
[End]	Go to end of line
[PgUp]	Up one screen
[PgDn]	Down one screen
[Ctrl] ↑	One paragraph up
[Ctrl] ↓	One paragraph down
[Ctrl] ←	One word to the left
[Ctrl] →	One word to the right
[Ctrl] [Home]	Beginning of document
[Ctrl] [End]	End of document
[Ctrl] [PgUp]	Previous page
[Ctrl] [PgDn]	Next page
[Ctrl] [Alt] [PgUp]	Top of the window
[Ctrl] [Alt] [PgDn]	Bottom of the window
[Tab]	One cell to the right (in a table)
[Shift] [Tab]	One cell to the left (in a table)
[Ctrl] G	Go to specific page, line, bookmark, comment, footnote, and more.

## Select text

Action	Function
Double click	Select a word
[Ctrl] click	Select a sentence
Triple click	Select a paragraph
Click at the top, then [Shift] click at the end	Select a block of text
[Ctrl] A	Select everything
[Shift] ↑ [Shift] ↓ [Shift] ← [Shift] → [Shift] Home [Shift] End [Shift] [PgUp] [Shift] [PgDn] [Shift] [Ctrl] [Home] [Shift] [Ctrl] [End]	Selects text in the direction specified by the direction key.

## File functions

Keys	Function
[Ctrl] W	Close Window (File)
[Ctrl] O	Open
[Ctrl] S	Save
[Ctrl] N	New document
[Ctrl] P	Print
[Alt] [F4]	Exit Word

## Formatting functions

Keys	Function
[Ctrl] B	Bold
[Ctrl] I	Italic
[Ctrl] U	Underline
[Shift] [Ctrl] F	Open the Font dialog box
[Shift] [Ctrl] >	Increase font size
[Shift] [Ctrl] <	Decrease font size
[Shift] [Ctrl] ]	Increase font size by one point
[Shift] [Ctrl] [	Decrease font size by one point
[Shift] [Ctrl] N	Apply normal style
[Ctrl] [Alt] 1	Apply heading 1 style
[Ctrl] [Alt] 2	Apply heading 2 style
[Ctrl] [Alt] 3	Apply heading 3 style
[Shift] [Ctrl] [Alt] S	Open Styles pane
[Ctrl] [Space bar]	Remove manual character formatting

## Other functions

Keys	Function
[Ctrl] X	Cut
[Ctrl] C	Copy
[Ctrl] V	Paste
[Shift] [Ctrl] C	Copy formatting
[Shift] [Ctrl] V	Paste formatting
[Ctrl] [Alt] V	Paste special
[Ctrl] Z	Undo
[Ctrl] R	Redo
[Ctrl] F	Find
[Ctrl] H	Replace
[Shift] [F3]	Toggle Case
[Ctrl] [F6]	Switch to other open document