**Using Function Keys**

*by* [*Allen Wyatt*](http://www.tips.net/A0001_Allen_Wyatt.html) (last updated December 20, 2012)

Many *WordTips* readers have asked for a definitive list of function keys and their uses. The following table provides such a list. It is suitable for printing and handy reference while using Word.

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| --- | --- | --- |
| **Key to Press** |  | **Action** |
| F1: |  | Invoke help system |
| Shift+F1: |  | Context-sensitive help or reveal formatting |
| Ctrl+F1: |  | (not assigned) |
| Alt+F1: |  | Next field |
| Shift+Ctrl+F1: |  | (not assigned) |
| Shift+Alt+F1: |  | Previous field |
| Ctrl+Alt+F1: |  | Display Microsoft System Information |
|  |  |  |
| F2: |  | Move selection |
| Shift+F2: |  | Copy selection |
| Ctrl+F2: |  | Print Preview |
| Alt+F2: |  | (not assigned) |
| Shift+Ctrl+F2: |  | (not assigned) |
| Shift+Alt+F2: |  | Save |
| Ctrl+Alt+F2: |  | Open |
|  |  |  |
| F3: |  | (not assigned) |
| Shift+F3: |  | Change case of selection |
| Ctrl+F3: |  | Cut selection to the Spike |
| Alt+F3: |  | Create a Building Block entry |
| Shift+Ctrl+F3: |  | Paste information from the Spike |
| Shift+Alt+F3: |  | (not assigned) |
| Ctrl+Alt+F3: |  | (not assigned) |
|  |  |  |
| F4: |  | Repeat last action |
| Shift+F4: |  | Repeat last Find or Go To operation |
| Ctrl+F4: |  | Close window |
| Alt+F4: |  | Quit |
| Shift+Ctrl+F4: |  | (not assigned) |
| Shift+Alt+F4: |  | Quit |
| Ctrl+Alt+F4: |  | (not assigned) |
|  |  |  |
| F5: |  | Go To |
| Shift+F5: |  | Return to last edit location |
| Ctrl+F5: |  | (not assigned) |
| Alt+F5: |  | Restore program window size |
| Shift+Ctrl+F5: |  | Edit bookmark |
| Shift+Alt+F5: |  | (not assigned) |
| Ctrl+Alt+F5: |  | (not assigned) |
|  |  |  |
| F6: |  | Next pane |
| Shift+F6: |  | Previous pane |
| Ctrl+F6: |  | Next window |
| Alt+F6: |  | Switch between dialog box and document |
| Shift+Ctrl+F6: |  | Previous window |
| Shift+Alt+F6: |  | Previous window |
| Ctrl+Alt+F6: |  | (not assigned) |
|  |  |  |
| F7: |  | Spell check |
| Shift+F7: |  | Thesaurus |
| Ctrl+F7: |  | (not assigned) |
| Alt+F7: |  | Select next spelling error and display Context menu |
| Shift+Ctrl+F7: |  | Update links |
| Shift+Alt+F7: |  | Display Research task pane |
| Ctrl+Alt+F7: |  | (not assigned) |
|  |  |  |
| F8: |  | Extend selection |
| Shift+F8: |  | Collapse selection |
| Ctrl+F8: |  | (not assigned) |
| Alt+F8: |  | Display Macros dialog box |
| Shift+Ctrl+F8: |  | Start COL selection mode |
| Shift+Alt+F8: |  | (not assigned) |
| Ctrl+Alt+F8: |  | (not assigned) |
|  |  |  |
| F9: |  | Update fields |
| Shift+F9: |  | Toggle display of field code or results |
| Ctrl+F9: |  | Insert field code braces |
| Alt+F9: |  | Toggle display of all field codes or results |
| Shift+Ctrl+F9: |  | Convert field to regular text |
| Shift+Alt+F9: |  | Run GOTOBUTTON or MACROBUTTON from a field |
| Ctrl+Alt+F9: |  | (not assigned) |
|  |  |  |
| F10: |  | Show KeyTips |
| Shift+F10: |  | Display Context menu |
| Ctrl+F10: |  | Maximize document window |
| Alt+F10: |  | Maximize program window |
| Shift+Ctrl+F10: |  | (not assigned) |
| Shift+Alt+F10: |  | Control Smart Tags |
| Ctrl+Alt+F10: |  | (not assigned) |
|  |  |  |
| F11: |  | Next field |
| Shift+F11: |  | Previous field |
| Ctrl+F11: |  | Lock a field |
| Alt+F11: |  | Display VBA editor |
| Shift+Ctrl+F11: |  | Unlock a field |
| Shift+Alt+F11: |  | (not assigned) |
| Ctrl+Alt+F11: |  | (not assigned) |
|  |  |  |
| F12: |  | Save As |
| Shift+F12: |  | Save |
| Ctrl+F12: |  | Open |
| Alt+F12: |  | (not assigned) |
| Shift+Ctrl+F12: |  | Print |
| Shift+Alt+F12: |  | (not assigned) |
| Ctrl+Alt+F12: |  | (not assigned) |