**Using Function Keys**

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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.

|  |  |  |
| --- | --- | --- |
| **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) |