

Word 2013 Shortcuts

Platform: Windows/English

| Manage Word Documents and View | |
|--------------------------------|--|
| Ctrl+N | Create new document |
| Ctrl+O | Open document |
| Ctrl+W | Close document |
| Ctrl+S | Save document |
| F12 | Save document as |
| Ctrl+P | Print document/ print preview |
| Ctrl+F6 | Switch between multiple Word documents |
| Alt, then F, R | Open Recent (file, recent) |
| Alt+Ctrl+P | Switch to Print Layout view |
| Alt+Ctrl+O | Switch to Outline view |
| Alt+Ctrl+N | Switch to Draft view (used to be normal view) |
| Ctrl+scroll mouse | Zoom in and zoom out |
| Alt then w, q | Open Zoom Menu (no native shortcut exists for zoom in/ zoom out) |
| Alt+Ctrl+S | Split the document window |

| Navigate in Word Documents | |
|----------------------------------|--|
| Arrow Left/Arrow Right | Jump one character to the left / to the right |
| Ctrl+Arrow Left/Ctrl+Arrow Right | Jump one word to the left / to the right |
| End/Home | Jump to the end of a line / beginning of a line |
| Arrow Down/Arrow Up | Jump one line down / one line down |
| Ctrl+Arrow Down/Arrow Up | Jump one paragraph down / one paragraph up |
| Page Down/Page Up | Jump one screen down/ one screen up |
| Ctrl+Page Down/Page Up | Move to beginning of next page / beginning of previous page |
| Alt+Ctrl+Page Down/Page Up | Jump to top / to bottom of visible window |
| Ctrl+End/Home | Jump to end / to beginning of document |
| F6 | Cycle through Ribbon/open panes/Status Bar/document window |
| Ctrl+G or F5 | Go to a page, bookmark, footnote, table, comment, graphic, or other location |
| Alt+Ctrl+Z | Go back to previously edited location in document (up to 4 places) |
| Shift+F5 | Go to a the last change or revision. Also works after opening document. |
| Ctrl+Shift+F5 | Set, go to and edit bookmarks |

| Select Text, Move, and Delete Text | |
|------------------------------------|--|
| Shift+Arrow Right/Arrow Left | Extend selection one character to the right / to the left |
| Ctrl+Shift+Arrow Right/Arrow Left | Extend selection one word to the right / to the left |
| Shift+End/ Home | Extend selection to the end / to beginning of a line |
| Shift+Arrow Down/Arrow Up | Extend selection one line down / one line up |
| Shift+Page Down/Page Up | Extend selection one screen down / one screen up |
| Ctrl+Shift+End/Home | Extend selection to end / to beginning of document |
| Alt+Ctrl+Shift+Page Down/Page Up | Extend selection to end / to beginning of visible window |
| Ctrl+A | Select all - Extend selection to entire document |
| Arrow Keys | Cancel selection and return to beginning / to end of selection |
| F8 | Turn Extend Mode on: Extend selection without pressing Shift |

| | |
|---|---|
| Enter (in extended mode) | After pressing F8 for Extended Mode, adds one paragraph to selection |
| Arrow keys , Page up/Page down | Extend selection in Extended Mode: |
| Shift+F8 | Reduce the size of a selection in Extended Mode |
| Ctrl+Shift+f8, and arrow keys | Select a vertical block of text in Extended Mode |
| Esc | Turn extend mode off |
| F2, then move to position and press Enter | Move selected text to different position |
| Shift+F2, then move to position and press Enter | Copy selected text to different position |
| Delete/Backspace | Delete one character to the right / to the left (or delete selection) |
| Ctrl+Delete/Backspace | Delete one word to the right / to the left |
| Delete | Delete one character to the right or delete selection |
| Ctrl+Shift+</Ctrl+Shift+> | Decrease / Increase font size one value |

| Undo, Copy and Paste | |
|---------------------------|---|
| Ctrl+z | Undo the last action |
| Ctrl+Y | Redo the last action |
| Ctrl+X / Ctrl+C / Ctrl+V | Cut / copy/ paste selected text or object |
| Ctrl+Shift+C | Copy text format |
| Ctrl+Shift+V | Paste text format |
| Ctrl+V, then Ctrl, then K | Paste and keep Source Formatting |
| Ctrl+V, then Ctrl, then T | Paste and keep Text only |
| Alt+Shift+R | Copy the header or footer from previous section of the document |

| Insert Special Characters, Text Elements, and Breaks | |
|--|--|
| Alt+Ctrl+C | Insert Copyright symbol |
| Alt+Ctrl+T | Insert Trademark symbol |
| Alt+Ctrl+R | Insert Registered Trademark symbol |
| Alt+Ctrl+E | Insert Euro Currency symbol |
| Alt+Ctrl+. | Insert horizontal ellipsis (?) |
| Alt+Ctrl+- | Insert em dash |
| Alt+Ctrl+[]+[] | Insert en dash |
| Alt, then n,u | Insert Symbol (insert menu) |
| Type character code and press Alt+X | Insert Unicode character, e.g. 20ac |
| Alt+character code on numeric keyboard | Insert ANSI character |
| Alt+Ctrl+F | Insert a Footnote |
| Alt+Ctrl+D | Insert an Endnote |
| Ctrl+k | Insert a hyperlink |
| Alt+Shift+i | Insert Citation Mark |
| Alt+Shift+x | Insert Index Mark |
| Enter | Insert paragraph break |
| Shift+Enter | Insert line break without breaking paragraph |
| Ctrl+Enter | Insert page break |
| Ctrl+Shift+Enter | Insert column break (break table) |
| Ctrl+Shift+Space | Insert nonbreaking space |
| Ctrl+Shift+- (Hyphen) | Insert nonbreaking hyphen |

Word 2013 Shortcuts

Platform: Windows/English

| | |
|--------|------------------------|
| Ctrl+- | Insert optional hyphen |
|--------|------------------------|

| Format Text and Paragraph | |
|---------------------------|---|
| Ctrl+B | Apply/remove bold |
| Ctrl+I | Apply/remove italic |
| Ctrl+U | Apply/remove underline |
| Ctrl+Shift+D | Apply/remove double-underline |
| Ctrl+Shift+W | Apply/remove words underline (only words, no spaces) |
| Ctrl+Shift+H | Apply/remove hidden formatting |
| Ctrl+Shift+A | Apply/remove all Cap |
| Ctrl+Shift+k | Apply/remove small capitals |
| Ctrl+D | Open the Font dialog box |
| Ctrl+Shift+</> | Decrease / Increase font size one value |
| Ctrl+[]/[] | Decrease / Increase font size one point |
| Ctrl+= | Apply/remove subscript |
| Ctrl+Shift+= | Apply/remove superscript |
| Ctrl+Shift+C | Copy formatting |
| Ctrl+Shift+V | Paste formatting |
| Shift+F3 | Change between all upper-, first letter upper- and all lower-case |
| Alt+H, 4 | Apply strike-through formatting (font dialog) |
| Ctrl+Shift+Q | Change the selection to the Symbol font |
| Shift+F1 | Reveal Formatting (show all formats of selection) |
| Ctrl+Alt+H | Apply/remove Highlight Text Feature |

| Format Paragraphs and Apply Styles | |
|------------------------------------|---|
| Ctrl+R | Right-align paragraph |
| Ctrl+L | Left-align paragraph |
| Ctrl+E | Center-align paragraph |
| Ctrl+J | Justify-align paragraph |
| Ctrl+M/Ctrl+Shift+M | Indent paragraph from the left and increase / decrease indent |
| Ctrl+T | Increase hanging indent |
| Ctrl+Shift+T | Decrease hanging indent |
| Ctrl+1 | Set line-spacing to single-space |
| Ctrl+2 | Set line-spacing to double-space |
| Ctrl+5 | Set line-spacing to 1.5 |
| Ctrl+0 (zero) | Add or remove one line space preceding a paragraph |
| Alt+Ctrl+Shift+s | Open or close Styles task pane |
| Alt+Ctrl+1 | Apply Heading 1 style |
| Alt+Ctrl+2 | Apply Heading 2 style |
| Alt+Ctrl+3 | Apply Heading 3 style |
| Alt+Shift+Arrow Right/Arrow Left | Promote / demote Headings |
| Ctrl+Shift+N | Apply Normal style |
| Ctrl+Shift+S | Open Apply Styles task pane (will not close with pressing it a second time) |

| Search and Replace | |
|---------------------------------|---|
| Ctrl+H | Open traditional find and replace window |
| Ctrl+H, then Alt+D | Open traditional find window |
| Shift+F4 | Repeat last find after closing find window |
| Ctrl+Tab | Jump between find menu and document |
| Alt+Space, Arrow keys and Enter | Move find menu window |
| Esc | Close traditional search window if active |
| Ctrl+f | Open (new) search menu in navigation task pane |
| Alt,W,K | Open and close Navigation pane (View, Navigation) |

| Ribbons and Navigation Pane | |
|-----------------------------|---|
| Ctrl+F1 | Show or hide the ribbon |
| Space or Enter | When in ribbon Open or activate selected item |
| Alt,W,K | Open and close Navigation pane (View, Navigation) |
| F6/Shift+F6 | With Navigation Pane open: Switch forward / backwards between (1) Navigation Pane, (2) Bottom Taskbar, (3) Ribbon, and (4) Document |
| Tab/Shift+Tab | In Navigation Pane: Move through Navigation Pane options |

| Tables | |
|--|---|
| Arrow Down/Arrow Up | Jump one row down / one row up |
| Tab/Shift+Tab | Jump to (and select) next / previous table cell |
| Alt+Home/Alt+End | Jump to first column/ jump to last column |
| Alt+Page Up/Alt+Page Down | Jump to first row / jump to last row |
| Ctrl+Arrow Left/Ctrl+Arrow Right | One cell to the left / to the right |
| Shift+End | Select current table cell |
| end, then shift+Home | Select content of current table cell |
| Press and hold shift and press arrow keys repeatedly | Extend selection to adjacent cells |
| Ctrl+Shift+f8, then press | Extend selection or block |
| Alt+5 on numeric keypad (with numLock off) | Select an entire table |
| Alt+Shift+Arrow Up/Alt+Shift+Arrow Down | Move current row up or down |
| In first column, press shift+end | Select row* |
| In first row press alt+Shift+Page Down | Select column |
| Shift+Del | Delete columns with columns selected |

| Outline View | |
|--------------------------------|--|
| Ctrl+Shift+O | Switch to Outline View |
| Tab/Shift+Tab | Promote / Demote a paragraph (or Alt+Shift+Arrow Left/Arrow Right) |
| Alt+Shift+Arrow Up/ Arrow Down | Move selected paragraphs up / down |
| Ctrl+Shift+N | Demote to body text (set style to normal) |
| Alt+Shift++ / - | Expand / Collapse text under a heading |
| Alt+Shift+A | Expand or collapse all text or headings |
| / key on the numeric keypad | Hide or display character formatting |
| Alt+Shift+L | Show the first line of body text or all body text |
| Alt+Shift+1 | Show all headings with the Heading 1 style |
| Alt+Shift+n | Show all headings up to Heading n |
| Ctrl+Tab | Insert a tab character |

Word 2013 Shortcuts

Platform: Windows/English

| Review Documents | |
|------------------|---|
| F7 | Choose the Spelling command (Review tab). |
| Alt+Ctrl+M | Insert a comment |
| Ctrl+Shift+E | Turn change tracking on or off |
| Alt+Shift+C | Close the Reviewing Pane if it is open. |
| Ctrl+Shift+* | Display nonprinting characters. |
| Alt+F10 | Display the Selection and Visibility task pane. |
| Ctrl+Shift+G | Open the Word Counting dialog box. |

| Print Documents | |
|--------------------------------|---|
| Ctrl+P | Print a document (print preview) |
| Esc | Close print preview |
| Arrow keys, Page up /Page Down | Move around the preview pages (with focus on preview page*) |
| Ctrl+Home/Ctrl+End | Move to first page / last page (with focus on preview page) |

| Enter Special Fields | |
|-------------------------|---|
| Alt+Shift+D | Insert current Date Field |
| Alt+Shift+P | Insert Page Number Field |
| Alt+Shift+t | Insert current Time Field |
| Alt+Shift+I | Insert Mark Citation Field |
| Alt+Shift+X | Insert Mark Index Field |
| Alt+Shift+O | Insert Citation Field |
| Ctrl+F9 | Insert an empty field |
| Ctrl+Shift+l | Insert a LISTNUM field |
| Shift+F9 | Show or hide field code/result of selected field |
| Alt+F9 | Show or hide field codes/results of all fields in document |
| F9 | Update selected fields* |
| F11/Shift+F11 | Go to the next field/ previous field |
| Ctrl+Shift+F7 | Update linked information in a Microsoft Word source document |
| Ctrl+Shift+F9 | Unlink a field |
| Ctrl+F11/Ctrl+Shift+F11 | Lock a field / Unlock a field |

| Mail Merge | |
|-------------|---------------------------------|
| Alt+Shift+K | Preview a mail merge |
| Alt+Shift+N | Merge a document |
| Alt+Shift+M | Print the merged document |
| Alt+Shift+E | Edit a mail-merge data document |
| Alt+Shift+F | Insert a merge Field |

| The Rest | |
|-----------|---|
| F1 | Get Help or visit Microsoft Office.com |
| Alt+Space | Open the window menu |
| Alt+F4 | Exit Word |
| Shift+F10 | Display a shortcut menu (Simulate right mouse button) |
| Alt+F3 | Create new Building block with selected texts |