Microsoft Publisher 2003 Keyboard Shortcuts

Edit or format text

F3 or CTRL+F or Shift+F4	Display the Find and Replace task pane, with the Find option selected under Find or Replace. These keyboard shortcuts might not work if another task pane is already open.
CTRL+H	Display the Find and Replace task pane, with the Replace option selected under Find or Replace. These keyboard shortcuts might not work if another task pane is already open.
F7	Check spelling.
Shift+F7	Display the Research task pane to find synonyms.
CTRL+A	If there is an insertion point in a text box, this keyboard shortcut selects all text in the current story (story: Text that's contained within a single text box or a chain of linked text boxes.). If there is no insertion point in any text box, it selects all the objects on a page.
CTRL+B	Make text bold.
CTRL+I	Italicize text.
CTRL+U	Underline text.
CTRL+Shift+K	Make text small capital letters, or return small capital letters to upper and lower case. This keyboard shortcut is not available in Web view.
CTRL+Shift+S	Select the Style box on the Formatting toolbar.
CTRL+Shift+F	Select the Font box on the Formatting toolbar.
CTRL+Shift+P	Select the Font Size box on the Formatting toolbar.
CTRL+Shift+C	Copy formatting.
CTRL+Shift+V	Paste formatting.
CTRL+Shift+Y	Turn Special Characters on or off.
CTRL+SPACEBAR	Return character formatting to the current text style.
CTRL+=	Apply or remove subscript formatting.
CTRL+Shift+=	Apply or remove superscript formatting.
CTRL+Shift+]	Increase space between letters in a word (kerning).
CTRL+Shift+[	Decrease space between letters in a word (kerning).
CTRL+]	Increase font size by 1.0 point.
CTRL+[	Decrease font size by 1.0 point.
CTRL+Shift+>	Increase to the next size in the Font Size box.
CTRL+Shift+	Decrease to the next size in the Font Size box.
CTRL+E	Set center alignment for a paragraph.
CTRL+L	Set left-alignment for a paragraph.
CTRL+R	Set right-alignment for a paragraph.
CTRL+J	Set justified alignment for a paragraph.
CTRL+Shift+D	Set distributed alignment for a paragraph. This keyboard shortcut is only available if support for Japanese, Simplified Chinese, Traditional Chinese, or Korean is enabled through Microsoft Office Language Settings.
CTRL+Shift+J	Set newspaper alignment for a paragraph (East Asian languages only).
CTRL+Shift+H	Display the Hyphenation dialog box. This keyboard shortcut is not available in Web view.
ALT+Shift+T	Insert the current time.
ALT+Shift+D	Insert the current date.
ALT+Shift+P	Insert the current page number.
CTRL+Shift+I	Display the Mail and Catalog Merge task pane open to step 3 of the mail merge procedure, if you have previously specified a data source.
CTRL+Shift+0 (zero)	Insert a zero-width non-breaking space.
CTRL+1	Set the current paragraph to single spacing.
CTRL+2	Set the current paragraph to double spacing.
CTRL+5	Set the current paragraph to 1.5 line spacing.

Copy text formats

CTRL+Shift+C	Copy formatting from text.

Microsoft Publisher 2003 Keyboard Shortcuts

CTRL+Shift+V	Apply copied formatting to text.
Copy, cut, paste or delete text or objects	
CTRL+C or CTRL+INSERT	Copy the selected text or object.
CTRL+X or Shift+DELETE	Cut the selected text or object.
CTRL+V or Shift+INSERT	Paste text or an object.
CTRL+Shift+X	Delete selected object.
Undo or redo an action	
CTRL+Z or ALT+BACKSPACE	Undo the last action.
CTRL+Y or F4	Redo the last action.
ESC	If text is selected, deselects the text, but the object that contains the text remains selected. If an object is selected, deselects the object. If an object within a group is selected, deselects the object but the group remains selected. If text within a grouped object is selected, selects the object within the group. If the Preview Gallery is open, closes the Preview Gallery.
Nudge an object	
Arrow keys	Nudge a selected object up, down, left, or right.
ALT+Arrow keys	If the selected object has an insertion point in its text, nudges the selected object up, down, left, or right.
Zoom	
F9	Switch between the current view and the actual size.
CTRL+Shift+L	Zoom to full page view.
Layer objects	
ALT+F6	Bring object to front.
Snap objects	
CTRL+Shift+W	Turn Snap to Guides on or off.
Select or group objects	
CTRL+A	Select all objects on the page.
CTRL+Shift+G	Group selected objects, or ungroup grouped objects.
Make an object transparent	
CTRL+T	Switch between making an object transparent or opaque (with a white fill).
Show or hide boundaries or guides	
CTRL+Shift+O	Turn Boundaries and Guides on or off.
CTRL+F7	Turn Horizontal Baseline Guides on or off. This keyboard shortcut is not available in Web view.
CTRL+Shift+F7	Turn Vertical Baseline Guides on or off . This keyboard shortcut is not available in Web view.
Insert an object	
CTRL+ENTER	Insert an object of the type selected on the Objects Toolbar or Insert menu.
Select or insert pages	
F5 or CTRL+G	Display the Go To Page dialog box.
CTRL+Shift+N	Insert a page after the selected page.
CTRL+Shift+U	Insert duplicate page after the selected page.
Move between pages	
F5 or CTRL+G	Display the Go To Page dialog box.
CTRL+PAGE DOWN	Go to the next page.
CTRL+PAGE UP	Go to the previous page.
CTRL+M	Switch between the current page and the master page.
Use the master page	
CTRL+M	Switch between the current page and the master page
Creating, opening, closing, or saving a publication	
CTRL+N	Create a new blank publication.
CTRL+O	Open a publication.

Microsoft Publisher 2003 Keyboard Shortcuts

CTRL+F4 or CTRL+W	Close the current publication.
CTRL+S	Save the current publication.

F9	Switch between the current view and the actual size.
UP ARROW or DOWN ARROW	Scroll up or down.
LEFT ARROW or RIGHT ARROW	Scroll left or right .
PAGE UP or CTRL+UP ARROW	Scroll up in large increments.
PAGE DOWN or CTRL+DOWN ARROW	Scroll down in large increments.
CTRL+LEFT ARROW	Scroll left in large increments.
CTRL+RIGHT ARROW	Scroll right in large increments.
HOME	Scroll to the upper left corner of the page.
END	Scroll to the lower right corner of the page.
F5 or CTRL+G	Display the Go To Page dialog box.
CTRL+PAGE UP	Go to the previous page.
CTRL+PAGE DOWN	Go to the next page.
CTRL+F6	Go to the next window.
ALT+F8	Display the Macros dialog box.
ALT+F11	Display the Visual Basic editor.
CTRL+P	Print the current publication.
ESC	Exit Print Preview.
CTRL+P	Print current publication.

Working with Web pages and hyperlinks

CTRL+K	Insert a hyperlink (hyperlink: Colored and underlined text or a graphic that you click to go to a file, a location in a file, a Web page on the World Wide Web, or a Web page on an intranet. Hyperlinks can also go to newsgroups and to Gopher, Telnet, and FTP sites.) at the insertion point in a text box.
CTRL+Shift+B	Preview Web page.

Sending e-mail

ALT+S	Send the current page or publication.
CTRL+Shift+B	When the insertion point is in the message header, open the Address Book.
ALT+K or CTRL+K	When the insertion point is anyplace in the message header, check the names on the To, Cc, and Bcc lines against the Address Book.
ALT+. (period)	When the insertion point is anyplace in the message header, open the Address Book in the To field.
ALT+C	When the insertion point is anyplace in the message header, open the Address Book in the Cc field.
ALT+B	If the Bcc field is visible, open the Address Book in the Bcc field. To display the Bcc field, open the Address Book for any field and insert or type a name in the Bcc box.
ALT+J	Go to the Subject field.
ALT+P	Open the Microsoft Outlook Message Options dialog box.
CTRL+Shift+G	Create a message flag.
TAB	When the insertion point is in the message header, select the next box in the message header.
Shift+TAB	Select the previous field or button in the message header.
CTRL+TAB	If the insertion point is in an object that contains text, and you then choose the Send This Page as Message or Send Publication as Attachment command (File menu, Send E-mail command), the insertion point moves to the To field in the message header. You can then press CTRL+TAB to select the Send button in the message header toolbar, and use the arrow keys to move to the other buttons. To perform the action for the selected button or command, press ENTER.

Use dialog boxes

TAB	Move to the next option or option group.
Shift+TAB	Move to the previous option or option group.
CTRL+TAB	Switch to the next tab in a dialog box.
CTRL+Shift+TAB	Switch to the previous tab in a dialog box.

Microsoft Publisher 2003 Keyboard Shortcuts

Arrow keys	Move between options in an open drop-down list, or between options in a group of options.
SPACEBAR	Perform the action assigned to the selected button; check or clear the selected check box.
ALT+ the letter underlined in an optn	Select an option; select or clear a check box.
ALT+DOWN ARROW	Open a selected drop-down list.
ESC	Close a selected drop-down list; cancel a command and close a dialog box.
ENTER	Perform the action assigned to a default button in a dialog box.
Use edit boxes within dialog boxes	
HOME	Move to the beginning of the entry.
END	Move to the end of the entry.
LEFT ARROW or RIGHT ARROW	Move one character to the left or right.
CTRL+LEFT ARROW	Move one word to the left.
CTRL+RIGHT ARROW	Move one word to the right.
Shift+LEFT ARROW	Select or unselect one character to the left.
Shift+RIGHT ARROW	Select or unselect one character to the right.
CTRL+Shift+LEFT ARROW	Select or unselect one word to the left.
CTRL+Shift+RIGHT ARROW	Select or unselect one word to the right.
Shift+HOME	Select from the insertion point to the beginning of the entry.
Shift+END	Select from the insertion point to the end of the entry.
Use the Open, Save As, and Insert Picture dialog boxes	
ALT+1	Go to the previous folder .
ALT+2	Up One Level button: open the folder up one level above the open folder.
ALT+3	Search the Web button: close the dialog box and open your Web search page.
ALT+4	Delete button: delete the selected folder or file.
ALT+5	Create New Folder button: create a new subfolder in the open folder.
ALT+6	Views button: switch among available folder views (List, Details, Properties, and Preview).
ALT+7 or ALT+L	Tools button: show the Tools menu.
ALT+I	Open the Look in or Save in list.
Shift+F10	Display a shortcut menu for a selected item such as a folder or file.
TAB	Move between options or areas in the dialog box.
F4	Open and close the selected list box.
F5	Refresh the files visible in the Open or Save As dialog box (File menu).
Display and use windows	
ALT+TAB	Switch to the next window.
ALT+Shift+TAB	Switch to the previous window.
CTRL+F4 or CTRL+W	Close the active window.
CTRL+F5	Restore the size of the active window after you've maximized it.
F6	Move to a task pane from another pane in the program window (clockwise direction). You may need to press F6 more than once.
Shift+F6	Move to a pane from another pane in the program window (counterclockwise direction).
CTRL+F6	When more than one window is open, switch to the next window.
CTRL+Shift+F6	Switch to the previous window.
ALT+SPACEBAR+S	When a document window is not maximized, perform the Size command (on the title bar shortcut menu (shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-click an item or press SHFT+F10.) for the window). Use the arrow keys to resize the window, and, when finished, press ESC.
ALT+SPACEBAR+N	Minimize the program window to an icon.
ALT+SPACEBAR+X	Maximize the program window.
PRINT SCREEN	Copy a picture of the screen to the Clipboard.
ALT+PRINT SCREEN	Copy a picture of the selected window to the Clipboard.

Microsoft Publisher 2003 Keyboard Shortcuts

Access and use menus and toolbars	
F10 or ALT	Select the menu bar, or close an open menu and submenu at the same time.
TAB or Shift+TAB	When a toolbar or menu bar is selected, select the next or previous button or menu.
CTRL+TAB or CTRL+Shift+TAB	Select a toolbar after pressing F10 or ALT to select the menu bar. When a toolbar is selected, select the next or previous toolbar or menu bar.
ENTER	Open the selected menu, or perform the action for the selected button or command.
Shift+F10	Display the shortcut menu for the selected item.
ALT+SPACEBAR	Display the title bar shortcut menu.
DOWN ARROW or UP ARROW	When a menu or submenu is open, select the next or previous command.
LEFT ARROW or RIGHT ARROW	Select the menu to the left or right. When a submenu is open, switch between the main menu and the submenu.
HOME or END	Select the first or last command on the menu or submenu.
ESC	Close an open menu. When a submenu is open, close only the submenu.
Shift+DOWN ARROW	When a menu is selected, display the list of commands.
CTRL+DOWN ARROW	When a shortened menu is open, display the full set of commands.
Access and use task panes	
CTRL+F1	Open or close the current task pane.
F6	Move to the open task pane from another pane in the program window. (You might need to press F6 more than once.)
CTRL+TAB	When a menu or toolbar is active, move to a task pane. (You might need to press CTRL+TAB more than once.)
TAB or Shift+TAB	When a task pane is active, select the next or previous option in the task pane.
CTRL+SPACEBAR	When a task pane is active, displays the menu of all available task panes.
Arrow keys	Move between options in a task pane.
DOWN ARROW or UP ARROW	Move among choices in a selected submenu; move among certain options in a group of options.
LEFT ARROW or RIGHT ARROW	Select the menu to the left or right, or, with a submenu visible, switch between the main menu and the submenu.
SPACEBAR or ENTER	Perform the action assigned to the selected button.
PAGE UP	Moves to the top of a task pane when nothing is selected in any task pane option.
PAGE DOWN	Move to the bottom of a task pane when nothing is selected in any task pane option.
CTRL+LEFT ARROW	Scroll left in large increments.
CTRL+RIGHT ARROW	Scroll right in large increments.
CTRL+HOME or CTRL+END	Move to the top or bottom of a task pane when nothing is selected in any task pane option.
ALT+LEFT ARROW	Move back to the previous Task Pane.
ALT+RIGHT ARROW	Move forward to the next Task Pane.
Access and use smart tags	
ALT+Shift+F10	Display the menu or message for a smart tag. If more than one smart tag is present, switch to the next smart tag and display its menu or message.
DOWN ARROW	Select the next item in a smart tag menu.
UP ARROW	Select the previous item in a smart tag menu.
ENTER	Perform the action for the selected item in a smart tag menu.
ESC	Close the smart tag menu or message.
In the Help Pane	
F1	Display the Help Pane.
F6	Switch between the Help Pane and the active application.
TAB	Select the next item in the Help Pane.
Shift+TAB	Select the previous item in the Help Pane.
ENTER	Perform the action for the selected item.
UP ARROW and DOWN ARROW	In a Table of Contents, select the previous and next item, respectively.
LEFT ARROW and RIGHT ARROW	In a Table of Contents, collapse and expand the selected item, respectively.

Microsoft Publisher 2003 Keyboard Shortcuts

ALT+LEFT ARROW	Move back to the previous Task Pane.
ALT+RIGHT ARROW	Move forward to the next Task Pane.
CTRL+SPACEBAR	Open the menu of all available task panes.
CTRL+F1	Close and reopen the current Task Pane.
In the Help window	
TAB	Select the next hidden text or hyperlink, or Show All or Hide All at the top of a topic.
Shift+TAB	Select the previous hidden text or hyperlink, or Show All or Hide All at the top of a topic, or the Browser View button at the top of a Microsoft Office Web site article.
ENTER	Perform the action for the selected Show All, Hide All, hidden text, or hyperlink.
UP ARROW or DOWN ARROW	Scroll toward the beginning or end of a Help topic.
PAGE UP or PAGE DOWN	Scroll toward the beginning or end of a Help topic in large increments.
HOME or END	Go to the beginning or end of a Help topic.
CTRL+P	Print the current Help topic.
CTRL+A	Select the entire Help topic.
CTRL+C	Copy the selected items to the Clipboard.
Shift+F10	Display a shortcut menu.
ALT+LEFT ARROW	Move back to the previous Help topic.
ALT+RIGHT ARROW	Move forward to the next Help topic.
ALT+F4	Close the Help window.
ALT+U	Change whether the Help window appears connected to (tiled) or separate from (untiled) the active application.
Working with macros	
ALT+F8	Display the Macros dialog box
Working with Visual Basic	
ALT+F11	Display the Visual Basic editor.
Working with the Language Bar	
Left ALT+Shift	Switch between languages or keyboard layouts.
WIN+V	Switch microphone on or off.
WIN+T	Switch between Voice Command mode and Dictation mode.
WIN+C	Open the Correction dialog box.
WIN+H	Turn handwriting on or off.
ALT+~	Turn Japanese Input Method Editor (IME) (IME: A program that enters East Asian text (Traditional Chinese, Simplified Chinese, Japanese, or Korean) into programs by converting keystrokes into complex East Asian characters. The IME is treated as an alternate type of keyboard layout.) on 101 keyboard on or off.
Right ALT	Turn Korean IME on 101 keyboard on or off.
CTRL+SPACEBAR	Turn Chinese IME on 101 keyboard on or off.

Visit http://www.shortcutmania.com/ for more printable keyboard shortcuts