Microsoft Word 2007 Keyboard Shortcuts

Display and use windows	
ALT+TAB	Switch to the next window.
ALT+Shift+TAB	Switch to the previous window.
CTRL+W or CTRL+F4	Close the active window.
ALT+F5	Restore the size of the active window after you maximize 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 task 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.
CTRL+F10	Maximize or restore a selected 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.

Use dialog boxes	
ALT+F6	Move from an open dialog box back to the document, for dialog boxes such as Find and Replace that support this behavior.
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.
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; select 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.
First letter of an option in a drop-down list	Select an option from a drop-down list.
ESC	Close a selected drop-down list; cancel a command and close a dialog box.
ENTER	Run the selected command.

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 and Save As dialog boxes	
CTRL+F12 or CTRL+O	Display the Open dialog box.
F12	Display the Save As dialog box.
ALT+1	Go to the previous folder.
ALT+2	Up One Level button: Open the folder one level above the open folder.
DELETE	Delete button: Delete the selected folder or file.
ALT+4	Create New Folder button: Create a new folder.
ALT+5	Views button: Switch among available folder views.
Shift+F10	Display a shortcut menu for a selected item such as a folder or file.

Microsoft Word 2007 Keyboard Shortcuts

TAB	Move between options or areas in the dialog box.
F4 or ALT+I	Open the Look in list.
F5	Update the file list.
Undo and redo actions	
ESC	Cancel an action.
CTRL+Z	Undo an action.
CTRL+Y	Redo or repeat an action.
Access and use task panes and galleries	
F6	Move to a task pane from another pane in the program window. (You may need to press F6 more than once.)
CTRL+TAB	When a menu is active, move to a task pane. (You may 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	Display the full set of commands on the task pane menu.
SPACEBAR or ENTER	Perform the action assigned to the selected button.
Shift+F10	Open a drop-down menu for the selected gallery item.
HOME or END	Select the first or last item in a gallery.
PAGE UP or PAGE DOWN	Scroll up or down in the selected gallery list.
Access and use smart tags	
Shift+F10	Display the shortcut menu for the selected item.
ALT+Shift+F10	Display the menu or message for a smart tag or for the AutoCorrect Options button or the Paste options button. 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 on a smart tag menu.
UP ARROW	Select the previous item on a smart tag menu.
ENTER	Perform the action for the selected item on a smart tag menu.
ESC	Close the smart tag menu or message.
Change the keyboard focus without using the mouse	
ALT or F10. Press either of these keys again to move back to the document and cancel the access keys.	Select the active tab of the Ribbon and activate the access keys.
F10 to select the active tab, and then LEFT ARROW or RIGHT ARROW	Move to another tab of the Ribbon.
CTRL+F1	Hide or show the Ribbon.
Shift+F10	Display the shortcut menu for the selected command.
F6	Move the focus to select each of the following areas of the window:Active tab of the Ribbon Any open task panes Status bar at the bottom of the window Your document
TAB or Shift+TAB	Move the focus to each command on the Ribbon, forward or backward, respectively.
DOWN ARROW, UP ARROW, LEFT ARROW, or RIGHT ARROW	Move down, up, left, or right, respectively, among the items on the Ribbon.
SPACEBAR or ENTER	Activate the selected command or control on the Ribbon.
SPACEBAR or ENTER	Open the selected menu or gallery on the Ribbon.
ENTER	Activate a command or control on the Ribbon so you can modify a value.
ENTER	Finish modifying a value in a control on the Ribbon, and move focus back to the document.
F1	Get help on the selected command or control on the Ribbon. (If no Help topic is associated with the selected command, a general Help topic about the program is shown instead.)
Common tasks in Microsoft Office Word	
CTRL+Shift+SPACEBAR	Create a nonbreaking space.
CTRL+HYPHEN	Create a nonbreaking hyphen.
CTRL+B	Make letters bold.
CTRL+I	Make letters italic.

Microsoft Word 2007 Keyboard Shortcuts

CTRL+U	Make letters underline.
CTRL+Shift+	Decrease font size one value.
CTRL+Shift+>	Increase font size one value.
CTRL+[	Decrease font size 1 point.
CTRL+]	Increase font size 1 point.
CTRL+SPACEBAR	Remove paragraph or character formatting.
CTRL+C	Copy the selected text or object.
CTRL+X	Cut the selected text or object.
CTRL+V	Paste text or an object.
CTRL+ALT+V	Paste special
CTRL+Shift+V	Paste formatting only
CTRL+Z	Undo the last action.
CTRL+Y	Redo the last action.
CTRL+Shift+G	Open the Word Count dialog box.
Create, view, and save documents	
CTRL+N	Create a new document of the same type as the current or most recent document.
CTRL+O	Open a document.
CTRL+W	Close a document.
ALT+CTRL+S	Split the document window.
ALT+Shift+C	Remove the document window split.
CTRL+S	Save a document.
Find, replace, and browse through text	
CTRL+F	Find text, formatting, and special items.
ALT+CTRL+Y	Repeat find (after closing Find and Replace window).
CTRL+H	Replace text, specific formatting, and special items.
CTRL+G	Go to a page, bookmark, footnote, table, comment, graphic, or other location.
ALT+CTRL+Z	Switch between the last four places that you have edited.
ALT+CTRL+HOME	Open a list of browse options. Press the arrow keys to select an option, and then press ENTER to browse through a document by using the selected option.
CTRL+PAGE UP	Move to the previous edit location.
CTRL+PAGE DOWN	Move to the next edit location.
Switch to another view	
ALT+CTRL+P	Switch to Print Layout view.
ALT+CTRL+O	Switch to Outline view.
ALT+CTRL+N	Switch to Draft view.
Outline view	
ALT+Shift+LEFT ARROW	Promote a paragraph.
ALT+Shift+RIGHT ARROW	Demote a paragraph.
CTRL+Shift+N	Demote to body text.
ALT+Shift+UP ARROW	Move selected paragraphs up.
ALT+Shift+DOWN ARROW	Move selected paragraphs down.
ALT+Shift+PLUS SIGN	Expand text under a heading.
ALT+Shift+MINUS SIGN	Collapse text under a heading.
ALT+Shift+A	Expand or collapse all text or headings.
The slash (/) 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.

Microsoft Word 2007 Keyboard Shortcuts

Print and preview documents	
CTRL+P	Print a document.
ALT+CTRL+I	Switch in or out of print preview.
Arrow keys	Move around the preview page when zoomed in.
PAGE UP or PAGE DOWN	Move by one preview page when zoomed out.
CTRL+HOME	Move to the first preview page when zoomed out.
CTRL+END	Move to the last preview page when zoomed out.
Review documents	
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.
Full Screen Reading view	
HOME	Go to beginning of document.
END	Go to end of document.
n, ENTER	Go to page n.
ESC	Exit reading layout view.
References, footnotes, and endnotes	
ALT+Shift+O	Mark a table of contents entry.
ALT+Shift+I	Mark a table of authorities entry (citation).
ALT+Shift+X	Mark an index entry.
ALT+CTRL+F	Insert a footnote.
ALT+CTRL+D	Insert an endnote.
Work with Web pages	
CTRL+K	Insert a hyperlink.
ALT+LEFT ARROW	Go back one page.
ALT+RIGHT ARROW	Go forward one page.
F9	Refresh.
Delete text and graphics	
BACKSPACE	Delete one character to the left.
CTRL+BACKSPACE	Delete one word to the left.
DELETE	Delete one character to the right.
CTRL+DELETE	Delete one word to the right.
CTRL+X	Cut selected text to the Office Clipboard.
CTRL+Z	Undo the last action.
CTRL+F3	Cut to the Spike.
Copy and move text and graphics	
Press ALT+H to move to the Home tab, and then press F,O.	Open the Office Clipboard
CTRL+C	Copy selected text or graphics to the Office Clipboard.
CTRL+X	Cut selected text or graphics to the Office Clipboard.
CTRL+V	Paste the most recent addition to the Office Clipboard.
F2 (then move the cursor and press ENTER)	Move text or graphics once.
Shift+F2 (then move the cursor and press ENTER)	Copy text or graphics once.
ALT+F3	When text or an object is selected, open the Create New Building Block dialog box.
Shift+F10	When the building block for example, a SmartArt graphic is selected, display the shortcut menu that is associated with it.
CTRL+F3	Cut to the Spike.

Microsoft Word 2007 Keyboard Shortcuts

CTRL+Shift+F3	Paste the Spike contents.
ALT+Shift+R	Copy the header or footer used in the previous section of the document.
Insert special characters	
CTRL+F9	A field
Shift+ENTER	A line break
CTRL+ENTER	A page break
CTRL+Shift+ENTER	A column break
ALT+CTRL+MINUS SIGN	An em dash
CTRL+MINUS SIGN	An en dash
CTRL+HYPHEN	An optional hyphen
CTRL+Shift+HYPHEN	A nonbreaking hyphen
CTRL+Shift+SPACEBAR	A nonbreaking space
ALT+CTRL+C	The copyright symbol
ALT+CTRL+R	The registered trademark symbol
ALT+CTRL+T	The trademark symbol
ALT+CTRL+PERIOD	An ellipsis
CTRL+`(single quotation mark), `(single quotation mark)	A single opening quotation mark
CTRL+' (single quotation mark), ' (single quotation mark)	A single closing quotation mark
CTRL+` (single quotation mark), Shift+' (single quotation mark)	Double opening quotation marks
CTRL+' (single quotation mark), Shift+' (single quotation mark)	Double closing quotation marks
ENTER (after you type the first few characters of the AutoText entry name and when the ScreenTip appears)	An AutoText entry
Insert characters by using character codes	
The character code, ALT+X	Insert the Unicode character for the specified Unicode (hexadecimal) character code. For example, to insert the euro currency symbol (), type 20AC, and then hold down ALT and press X.
ALT+X	Find out the Unicode character code for the selected character
ALT+the character code (on the numeric keypad)	Insert the ANSI character for the specified ANSI (decimal) character code. For example, to insert the euro currency symbol, hold down ALT and press 0128 on the numeric keypad.
Extend a selection	
F8	Turn extend mode on.
F8, and then press LEFT ARROW or RIGHT ARROW	Select the nearest character.
F8 (press once to select a word, twice to select a sentence, and so on)	Increase the size of a selection.
Shift+F8	Reduce the size of a selection.
ESC	Turn extend mode off.
Shift+RIGHT ARROW	Extend a selection one character to the right.
Shift+LEFT ARROW	Extend a selection one character to the left.
CTRL+Shift+RIGHT ARROW	Extend a selection to the end of a word.
CTRL+Shift+LEFT ARROW	Extend a selection to the beginning of a word.
Shift+END	Extend a selection to the end of a line.
Shift+HOME	Extend a selection to the beginning of a line.
Shift+DOWN ARROW	Extend a selection one line down.
Shift+UP ARROW	Extend a selection one line up.
CTRL+Shift+DOWN ARROW	Extend a selection to the end of a paragraph.

Microsoft Word 2007 Keyboard Shortcuts

CTRL+Shift+UP ARROW	Extend a selection to the beginning of a paragraph.
Shift+PAGE DOWN	Extend a selection one screen down.
Shift+PAGE UP	Extend a selection one screen up.
CTRL+Shift+HOME	Extend a selection to the beginning of a document.
CTRL+Shift+END	Extend a selection to the end of a document.
ALT+CTRL+Shift+PAGE DOWN	Extend a selection to the end of a window.
CTRL+A	Extend a selection to include the entire document.
CTRL+Shift+F8, and then use the arrow keys; press ESC to cancel selection mode	Select a vertical block of text.
F8+arrow keys; press ESC to cancel selection mode	Extend a selection to a specific location in a document.
Select text and graphics in a table	
TAB	Select the next cell's contents.
Shift+TAB	Select the preceding cell's contents.
Hold down Shift and press an arrow key repeatedly	Extend a selection to adjacent cells.
Use the arrow keys to move to the column's top or bottom cell.	Select a column.
CTRL+Shift+F8, and then use the arrow keys; press ESC to cancel selection mode	Extend a selection (or block).
ALT+5 on the numeric keypad (with NUM LOCK off)	Select an entire table.
Move through your document	
LEFT ARROW	One character to the left
RIGHT ARROW	One character to the right
CTRL+LEFT ARROW	One word to the left
CTRL+RIGHT ARROW	One word to the right
CTRL+UP ARROW	One paragraph up
CTRL+DOWN ARROW	One paragraph down
Shift+TAB	One cell to the left (in a table)
TAB	One cell to the right (in a table)
UP ARROW	Up one line
DOWN ARROW	Down one line
END	To the end of a line
HOME	To the beginning of a line
ALT+CTRL+PAGE UP	To the top of the window
ALT+CTRL+PAGE DOWN	To the end of the window
PAGE UP	Up one screen (scrolling)
PAGE DOWN	Down one screen (scrolling)
CTRL+PAGE DOWN	To the top of the next page
CTRL+PAGE UP	To the top of the previous page
CTRL+END	To the end of a document
CTRL+HOME	To the beginning of a document
Shift+F5	To a previous revision
Shift+F5	After opening a document, to the location you were working in when the document was last closed
Move around in a table	
TAB	To the next cell in a row
Shift+TAB	To the previous cell in a row

Microsoft Word 2007 Keyboard Shortcuts

ALT+HOME	To the first cell in a row
ALT+END	To the last cell in a row
ALT+PAGE UP	To the first cell in a column
ALT+PAGE DOWN	To the last cell in a column
UP ARROW	To the previous row
DOWN ARROW	To the next row
ALT+Shift+UP ARROW	One row up
ALT+Shift+DOWN ARROW	One row down
Insert paragraphs and tab characters in a table	
ENTER	New paragraphs in a cell
CTRL+TAB	Tab characters in a cell
Copy formatting	
CTRL+Shift+C	Copy formatting from text.
CTRL+Shift+V	Apply copied formatting to text.
Change or resize the font	
CTRL+Shift+F	Open the Font dialog box to change the font.
CTRL+Shift+>	Increase the font size.
CTRL+Shift+	Decrease the font size.
CTRL+]	Increase the font size by 1 point.
CTRL+[	Decrease the font size by 1 point.
Apply character formats	
CTRL+D	Open the Font dialog box to change the formatting of characters.
Shift+F3	Change the case of letters.
CTRL+Shift+A	Format all letters as capitals.
CTRL+B	Apply bold formatting.
CTRL+U	Apply an underline.
CTRL+Shift+W	Underline words but not spaces.
CTRL+Shift+D	Double-underline text.
CTRL+Shift+H	Apply hidden text formatting.
CTRL+I	Apply italic formatting.
CTRL+Shift+K	Format letters as small capitals.
CTRL+EQUAL SIGN	Apply subscript formatting (automatic spacing).
CTRL+Shift+PLUS SIGN	Apply superscript formatting (automatic spacing).
CTRL+SPACEBAR	Remove manual character formatting.
CTRL+Shift+Q	Change the selection to the Symbol font.
View and copy text formats	
CTRL+Shift+* (asterisk on numeric keypad does not work)	Display nonprinting characters.
Shift+F1 (then click the text with the formatting you want to review)	Review text formatting.
CTRL+Shift+C	Copy formats.
CTRL+Shift+V	Paste formats.
Set the line spacing	
CTRL+1	Single-space lines.
CTRL+2	Double-space lines.
CTRL+5	Set 1.5-line spacing.
CTRL+0 (zero)	Add or remove one line space preceding a paragraph.
Align paragraphs	
CTRL+E	Switch a paragraph between centered and left-aligned.

Microsoft Word 2007 Keyboard Shortcuts

CTRL+J	Switch a paragraph between justified and left-aligned.
CTRL+R	Switch a paragraph between right-aligned and left-aligned.
CTRL+L	Left align a paragraph.
CTRL+M	Indent a paragraph from the left.
CTRL+Shift+M	Remove a paragraph indent from the left.
CTRL+T	Create a hanging indent.
CTRL+Shift+T	Reduce a hanging indent.
CTRL+Q	Remove paragraph formatting.
Apply paragraph styles	
CTRL+Shift+S	Open Apply Styles task pane.
ALT+CTRL+Shift+S	Open Styles task pane.
ALT+CTRL+K	Start AutoFormat.
CTRL+Shift+N	Apply the Normal style.
ALT+CTRL+1	Apply the Heading 1 style.
ALT+CTRL+2	Apply the Heading 2 style.
ALT+CTRL+3	Apply the Heading 3 style.
Perform a 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.
Work with fields	
ALT+Shift+D	Insert a DATE field.
ALT+CTRL+L	Insert a LISTNUM field.
ALT+Shift+P	Insert a PAGE field.
ALT+Shift+T	Insert a TIME field.
CTRL+F9	Insert an empty field.
CTRL+Shift+F7	Update linked information in a Microsoft Office Word source document.
F9	Update selected fields.
CTRL+Shift+F9	Unlink a field.
Shift+F9	Switch between a selected field code and its result.
ALT+F9	Switch between all field codes and their results.
ALT+Shift+F9	Run GOTOBUTTON or MACROBUTTON from the field that displays the field results.
F11	Go to the next field.
Shift+F11	Go to the previous field.
CTRL+F11	Lock a field.
CTRL+Shift+F11	Unlock a field.
Handwriting recognition	
Left ALT+Shift	Switch between languages or keyboard layouts.
+C	Display a list of correction alternatives.
+H	Turn handwriting on or off.
ALT+~	Turn Japanese Input Method Editor (IME) 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.
Function keys	
F1	Get Help or visit Microsoft Office Online.
F2	Move text or graphics.

Microsoft Word 2007 Keyboard Shortcuts

F4	Repeat the last action.
F5	Choose the Go To command (Home tab).
F6	Go to the next pane or frame.
F7	Choose the Spelling command (Review tab).
F8	Extend a selection.
F9	Update the selected fields.
F10	Show KeyTips.
F11	Go to the next field.
F12	Choose the Save As command (Microsoft Office Button).
SHIFT+Function key	
Shift+F1	Start context-sensitive Help or reveal formatting.
Shift+F2	Copy text.
Shift+F3	Change the case of letters.
Shift+F4	Repeat a Find or Go To action.
Shift+F5	Move to the last change.
Shift+F6	Go to the previous pane or frame (after pressing F6).
Shift+F7	Choose the Thesaurus command (Review tab, Proofing group).
Shift+F8	Shrink a selection.
Shift+F9	Switch between a field code and its result.
Shift+F10	Display a shortcut menu.
Shift+F11	Go to the previous field.
Shift+F12	Choose the Save command (Microsoft Office Button).
CTRL+Function key	
CTRL+F2	Choose the Print Preview command (Microsoft Office Button).
CTRL+F3	Cut to the Spike.
CTRL+F4	Close the window.
CTRL+F6	Go to the next window.
CTRL+F9	Insert an empty field.
CTRL+F10	Maximize the document window.
CTRL+F11	Lock a field.
CTRL+F12	Choose the Open command (Microsoft Office Button).
CTRL+SHIFT+Function key	
CTRL+Shift+F3	Insert the contents of the Spike.
CTRL+Shift+F5	Edit a bookmark.
CTRL+Shift+F6	Go to the previous window.
CTRL+Shift+F7	Update linked information in an Office Word 2007 source document.
CTRL+Shift+F8, and then press an arrow key	Extend a selection or block.
CTRL+Shift+F9	Unlink a field.
CTRL+Shift+F11	Unlock a field.
CTRL+Shift+F12	Choose the Print command (Microsoft Office Button).
ALT+Function key	
ALT+F1	Go to the next field.
ALT+F3	Create a new Building Block.
ALT+F4	Exit Office Word 2007.
ALT+F5	Restore the program window size.
ALT+F6	Move from an open dialog box back to the document, for dialog boxes such as Find and Replace that support this behavior.
ALT+F7	Find the next misspelling or grammatical error.

Microsoft Word 2007 Keyboard Shortcuts

ALT+F8	Run a macro.
ALT+F9	Switch between all field codes and their results.
ALT+F10	Maximize the program window.
ALT+F11	Display Microsoft Visual Basic code.
ALT+SHIFT+Function key	
ALT+Shift+F1	Go to the previous field.
ALT+Shift+F2	Choose the Save command (Microsoft Office Button).
ALT+Shift+F7	Display the Research task pane.
ALT+Shift+F9	Run GOTOBUTTON or MACROBUTTON from the field that displays the field results.
ALT+Shift+F10	Display a menu or message for a smart tag.
CTRL+ALT+Function key	
CTRL+ALT+F1	Display Microsoft System Information.
CTRL+ALT+F2	Choose the Open command (Microsoft Office Button).

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