Word 2010 Shortcuts

Platform: Windows/English

Manage Word Documents	
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)

Navigate within 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/ Ctrl+Arrow Up	Jump one paragraph down / one paragraph up
Page Down/Page Up	Jump one screen down/ one screen up
Alt+Ctrl+Page Down/ Alt+Ctrl+Page Up	Jump to top / to bottom of visible window
Ctrl+End/Ctrl+Home	Jump to end / to beginning of document
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
Alt+Ctrl+Home	Set 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 Down/Ctrl+Page Up	Move to next / move to previous browser object as set in Browse Options

Select Text	
Shift+Arrow Right/ Shift+Arrow Left	Extend selection one character to the right / to the left
Ctrl+Shift+Arrow Right/ Ctrl+Shift+Arrow Left	Extend selection one word to the right / to the left
Shift+End/Shift+Home	Extend selection to the end / to beginning of a line
Shift+Arrow Down/ Shift+Arrow Up	Extend selection one line down / one line up
Shift+Page Down/ Shift+Page Up	Extend selection one screen down / one screen up
Ctrl+Shift+End/ Ctrl+Shift+Home	Extend selection to end / to beginning of document
Alt+Ctrl+Shift+Page Down/ Alt+Ctrl+Shift+Page Up	Extend selection to end / to beginning of visible window
Ctrl+a	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
Arrow keys , Page up/Page down	Extend selection in Extended Mode:

F8	Extend selection further by word, paragraph, document 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
F8	Extend a selection to a specific location in a document

Undo, Copy and Paste	
Ctrl+z	Undo the last action
Ctrl+y	Redo the last action
Ctrl+c	Copy selected text or object
Ctrl+x	Cut selected text or object
Ctrl+v	Paste selected text or object
Ctrl+Shift+c	Copy text format
Ctrl+Shift+v	Paste text format
Ctrl+Alt+v	Paste special
Ctrl+v, then Ctrl, then k	Paste and keep Source Formatting
Ctrl+v, then Ctrl, then t	Paste and keep Text only
Ctrl+F3	Cut to the Spike (separate clipboard)
Ctrl+Shift+F3	Paste from the Spike
Alt+Shift+r	Copy the header or footer from previous section of the document

Edit Documents	

Insert Special Characters	
Alt+Ctrl+c	Insert copyright symbol
Alt+Ctrl+r	Insert registered trademark symbol
Alt+Ctrl+t	Insert trademark symbol
Alt+Ctrl+. (Period)	Insert horizontal ellipsis (?)
Alt+Ctrl+-	Insert em dash
Alt+Ctrl+[[]+[[]	Insert en dash
Alt, then n,u	Insert Symbol (insert menu)
' or Ctrl+2x `	Insert single opening quotation mark
Ctrl+2x '	Insert single closing quotation mark
Type character code and press Alt+x	Insert Unicode character, e.g. 20ac
Select character and press alt+x	Transform character to Unicode
Alt+character code on numeric keyboard	Insert ANSI character

Insert Breaks	
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
Ctrl+-	Insert optional hyphen

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Insert Text Elements

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

Move and Delete Text

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/Ctrl+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

Formats

Format Text

Ctrl+d or Ctrl+Shift+k	Open the Font dialog box
Ctrl+Shift+</Ctrl+Shift+>	Decrease / Increase font size one value
Ctrl+[[]/Ctrl+[[]	Decrease / Increase font size one point
Ctrl+b	Apply/remove bold
Ctrl+i	Apply/remove italic
Ctrl+u	Apply/remove underline
Ctrl+=	Apply/remove subscript
Ctrl+Shift+[[]+[[]	Apply/remove superscript
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 capitals
Ctrl+Shift+k	Apply/remove small capitals
Shift+F3	Change between all upper-, first letter upper- and all lower-case
[Ctrl]+[d], then [Alt]+k] and enter	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)

Format Paragraphs

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+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

Styles

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/ Alt+Shift+Arrow Left	Promote / demote Headings
Ctrl+Space	Remove all manual styles
Ctrl+Shift+n	Apply Normal style
Ctrl+Shift+s	Open Apply Styles task pane (will not close with pressing it a second time)
Alt+Ctrl+k	Start Auto Format

Search and Replace

Ctrl+h	Open traditional find and replace window
Ctrl+h, then Alt+d	Open traditional find window
Alt+Ctrl+y, or 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, then w,k	Open and close Navigation pane (View, Navigation)

Manage Word View

Switch Views

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

Ribbons

Ctrl+F1	Show or hide the ribbon
f10 or alt	Select item in Ribbon
Esc	Leave Ribbon or Submenu
Arrow Left/Arrow Right	Move left or right between main Ribbon Menus if active
Arrow Keys	Move left/right/up/down between Ribbon Menus and Sub-Menus
space or enter	When in ribbon Open or activate selected item

Navigation Pane

Alt, then 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

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Tables

Navigate in 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

Select Table Contents

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

Edit Tables

Alt+Shift+Arrow Up/Alt+Shift+Arrow Down	Move current row up or down
In first column, press shift+end repeatedly	Select row*
In first row press alt+Shift+Page Down	Select column
Shift+F10, then d	Delete rows* with rows selected
Shift+F10, then d, then r and enter	Delete row
Shift+F10, then d, then c and enter	Delete column
Shift+F10, then i, then a	Insert row above
Shift+F10, then i, then b	Insert row below
Ctrl+Tab	Insert tab character
tab in last table cell	Add row at the end

*Make sure selection extends past the last column which is number of columns +1. Word shows the selection extended next to the last column.

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/ Alt+Shift+Arrow Down	Move selected paragraphs up / down
Ctrl+Shift+n	Demote to body text (set style to normal)
Alt+Shift++ / 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

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 Count 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)

*Except tabbing, there seems to be no shortcut to jump to preview page. Clicking on it with the mouse is an option

Fields

Alt+Shift+d	Insert current date (insert DATE field)
Alt+Shift+p	Insert page number (insert PAGE field)
Alt+Shift+t	Insert time (insert TIME field)
Alt+Ctrl+l	Insert LISTNUM 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*
Alt+Shift+F9	Run GOTOBUTTON or MACROBUTTON from the field that displays the field results
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

*to update all fields, select the complete document with ctrl+a, then update fields by pressing f9)

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
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

Word 2010 Shortcuts

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