

Keyboard Shortcuts

Function Keys

F1 - Get Help or visit Microsoft Office Online.

F2 - Move text or graphics.

F3 - Insert an AutoText

(AutoText: A storage location for text or graphics you want to use again, such as a standard contract clause or a long distribution list. Each selection of text or graphics is recorded as an AutoText entry and is assigned a unique name.)
entry (after Microsoft Word displays the entry).

F4 - Repeat the last action.

F5 - Choose the Go To command (Edit menu).

F6 - Go to the next pane or frame.

F7 - Choose the Spelling command (Tools menu).

F8 - Extend a selection.

F9 - Update selected fields.

F10 - Activate the menu bar.

F11 - Go to the next field.

F12 - Choose the Save As command (File menu).

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.

SHIFT + F7 - Choose the Thesaurus command (Tools menu, Language submenu).

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 (File menu).

CTRL + Function key

CTRL+F2 - Choose the Print Preview command (File menu).

CTRL+F3 - Cut to the Spike

(Spike: A special AutoText entry that stores multiple deletions. Microsoft Word appends one item to another until you paste the contents as a group in a new location in your document. You can also use the Microsoft Office Clipboard to get the same result.)

CTRL+F4 - Close the window.

CTRL+F5 - Restore the document window size (for example, after maximizing it).

CTRL+F6 - Go to the next window.

CTRL+F7 - Choose the Move command (title bar shortcut menu).

CTRL+F8 - Choose the Size command (title bar shortcut menu).

CTRL+F9 - Insert an empty field.

CTRL+F10 - Maximize the document window.

CTRL+F11 - Lock a field.

CTRL+F12 – Choose the Open command (File menu).

CTRL + SHIFT + Function key

CTRL+SHIFT+F3 - Insert the contents of the Spike

(Spike: A special AutoText entry that stores multiple deletions. Microsoft Word appends one item to another until you paste the contents as a group in a new location in your document. You can also use the Microsoft Office Clipboard to get the same result.)

.CTRL+SHIFT+F5 - Edit a bookmark.

CTRL+SHIFT+F6 - Go to the previous window.

CTRL+SHIFT+F7 - Update linked information in a Microsoft Word source document.

CTRL+SHIFT+F8 - Extend a selection or block (then press an arrow key).

CTRL+SHIFT+F9 - Unlink a field.

CTRL+SHIFT+F11 - Unlock a field.

CTRL+SHIFT+F12 - Choose the Print command (File menu).

ALT + Function key

ALT+F1 - Go to the next field.

ALT+F3 - Create an AutoText

(AutoText: A storage location for text or graphics you want to use again, such as a standard contract clause or a long distribution list. Each selection of text or graphics is recorded as an AutoText entry and is assigned a unique name.)

ALT+F4 - Quit Microsoft Word.

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. The Check spelling as you type check box must be selected (Tools menu, Options dialog box, Spelling & Grammar tab).

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 (File menu).

ALT+SHIFT+F9 - Run GOTOBUTTON or MACROBUTTON from the field that displays the field results.

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.

ALT+SHIFT+F11 - Start the Microsoft Script Editor.

CTRL + ALT + Function key

CTRL+ALT+F1 - Display Microsoft System Information.

CTRL+ALT+F2 - Open command (File menu).