

Microsoft Word Quick Keys

Enhance your productivity by
utilising frequently used
keyboard shortcuts.

Explore a range of keyboard shortcuts that
will streamline your daily tasks, reduce
document creation time and enhance
overall workflow proficiency.

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Table of Contents

Document Navigation..... 1

Text and Graphic Selection.....2

Formatting Text.....3

Table Editing and Manipulation.....4

Document Review 5

Footnotes and Endnotes.....5

Insert and Manipulate Field Codes.....5

Document Views.....6

Function Keys.....7

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Document Navigation

Move the cursor...	Shortcut
One word to the left	Ctrl + Left arrow key
One word to the right	Ctrl + Right arrow key
Up by one paragraph	Ctrl + Up arrow key
Down by one paragraph	Ctrl + Down arrow key
To the end of the current line	End
To the beginning the current line	Home
To the top of the screen	Ctrl + Alt + Page up
To the bottom of the screen	Ctrl + Alt + Page down
To jump the document view up by one screen	Page up
To jump the document view down by one screen	Page down
To the top of the next page	Ctrl + Page down
To the top of the previous page	Ctrl + Page up
To the end of the document	Ctrl + End
To the beginning of the document	Ctrl + Home
To the location of the previous revision	Shift + F5
To the location of the last revision made before the document was last closed	Shift + F5, immediately after opening the document
Cycle through floating shapes, such as text boxes or images	Ctrl + Alt + 5 > press the Tab key repeatedly
Exit the floating shape navigation and return to the normal navigation	Esc
Display the Navigation task pane, to search within the document content	Ctrl + F
Display the Go To dialog box, to navigate to a specific page, bookmark, footnote, table, comment, graphic, or other location	Ctrl + G
Cycle through the locations of the four previous changes made to the document	Ctrl + Alt + Z

Text and Graphic Selection

Select...	Shortcut
Text	Shift + Arrow keys
The word to the left	Ctrl + Shift + Left arrow key
The word to the right	Ctrl + Shift + Right arrow key
From the current position to the beginning of the current line	Shift + Home

From the current cursor position to the...	Shortcut
End of the current line	Shift + End
Beginning of the current paragraph	Ctrl + Shift + Up arrow key
End of the current paragraph	Ctrl + Shift + Down arrow key
Top of the screen	Shift + Page up
Bottom of the screen	Shift + Page down
Beginning of the document	Ctrl + Shift + Home
End of the document	Ctrl + Shift + End
All document content	Ctrl + A

Formatting Text

Action	Shortcut
Display the Font dialog box	Ctrl + D or Ctrl + Shift + F
Increase the font size	Ctrl + Shift + Greater than (>)
Decrease the font size	Ctrl + Shift + Less than (<)
Increase the font size by 1 point	Ctrl + Right bracket (])
Decrease the font size by 1 point	Ctrl + Left bracket ([)
Switch the text between upper case, lower case, and title case	Shift + F3
Change the text to all upper case	Ctrl + Shift + A
Hide the selected text	Ctrl + Shift + H
Remove manual character formatting	Ctrl + Spacebar
Display / Hide paragraph and other hidden codes	Ctrl + Shift + 8 (Need to use * on the 8 key)

Apply...	Shortcut
Bold	Ctrl + B
A bulleted list	Ctrl + Shift + L
Underline	Ctrl + U
Underline to the words (not spaces)	Ctrl + Shift + W
Double-underline	Ctrl + Shift + D
Italic	Ctrl + I
Small caps	Ctrl + Shift + K
Subscript	Ctrl + Equal sign (=)
Superscript	Ctrl + Shift + Plus sign (+)

Table Editing and Manipulation

Table Navigation

Move to the...	Shortcut
Next cell in the row and select its content	Tab key
Previous cell in the row and select its content	Shift + Tab
First cell in the row	Alt + Home
Last cell in the row	Alt + End
First cell in the column	Alt + Page up
Last cell in the column	Alt + Page down
Previous row	Up arrow key
Next row	Down arrow key

Move the current row...	Shortcut
Down one row	Alt + Shift + Down arrow key
Up one row	Alt + Shift + Up arrow key

Select Table Text and Components

Select...	Shortcut
The content in the next cell	Tab key
The content in the previous cell	Shift + Tab
Adjacent cells	Shift + Arrow keys
Text from the cursor position to the beginning of the current paragraph	Shift + Up arrow key
Text from the cursor position to the end of the current paragraph	Shift + Down arrow key
The current cell to the beginning of the current row	Shift + Alt + Home
The current cell to the end of the current row	Shift + Alt + End
The whole table	Use the numeric keypad with Num Lock switched off – Alt + 5

Insert Paragraphs and Tab Characters

To insert a...	Shortcut
New paragraph in a cell	Enter
Tab character in a cell	Ctrl + Tab

Document Review

Action	Shortcut
Insert a comment	Ctrl + Alt + M
Turn change tracking on or off	Ctrl + Shift + E
Close the Reviews Pane	Alt + Shift + C

Footnotes and Endnotes

Use the following shortcuts to add references to your document, such as a table of contents, footnotes, and citations

Action	Shortcut
Insert a footnote	Ctrl + Alt + F
Insert an endnote	Ctrl + Alt + D
Go to the next footnote	Alt + Shift + Right angle bracket (>)
Go to the previous footnote	Alt + Shift + Left angle bracket (<)

Insert and Manipulate Field Codes

Insert a...	Press
DATE field	Alt + Shift + D
LISTNUM field	Ctrl + Alt + L
PAGE field	Alt + Shift + P
TIME field	Alt + Shift + T
An empty field	Ctrl + F9

Action	Press
Update the linked information in a Word source document	Ctrl + Shift + F7
Update the selected fields	F9
Unlink a field	Ctrl + Shift + F9
Display / hide field codes for a selected field	Shift + F9
Display / hide field codes and their results	Alt + F9
Run GOTOBUTTON or MACROBUTTON from a field displaying field results	Alt + Shift + F9
Move to the next field	F11
Move to the previous field	Shift + F11
Lock a field	Ctrl + F11
Unlock a field	Ctrl + Shift + F11

Document Views

Change to a Different Document View

Change to the....	Press...
Read Mode view	Alt + W, F
Print Layout view	Ctrl + Alt + P
Outline view	Ctrl + Alt + O
Draft view	Ctrl + Alt + N

Manipulate a Document with Outline View



These keyboard shortcuts can only be used when the document is in the Outline view.

Action	Shortcut
Promote a paragraph	Alt + Shift + Left arrow key
Demote a paragraph	Alt + Shift + Right arrow key
Demote the paragraph to body text	Ctrl + Shift + N
Move the selected paragraphs up	Alt + Shift + Up arrow key
Move the selected paragraphs down	Alt + Shift + Down arrow key
Expand the text under a heading	Alt + Shift + Plus sign (+)
Collapse the text under a heading	Alt + Shift + Minus sign (-)
Expand or collapse all text or headings	Alt + Shift + A
Hide or display the character formatting	Forward slash (/) (on the numeric keypad)
Switch between showing the first line of body text and showing all body text	Alt + Shift + L
Show all headings with the Heading 1 style	Alt + Shift + 1
Show all headings with the specified heading level	Alt + Shift + Heading level number
Insert a tab character	Ctrl + Tab

Read Mode Document Navigation

To do this	Press
Move to the beginning of the document	Home
Move to the end of the document	End
Navigate to a specific page	Type the page number > press Enter
Exit Read Mode	Esc

Function Keys

Key	Action
F1	F1
	Shift + F1
	Ctrl + F1
	Alt + F1
	Alt + Shift + F1
F2	F2
	Shift + F2
	Ctrl + F2
	Alt + Shift + F2
	Ctrl + Alt + F2
F3	Shift + F3
	Ctrl + F3
	Ctrl + Shift + F3
	Alt + F3
F4	F4
	Shift + F4
	Ctrl + F4
	Alt + F4
F5	F5
	Shift + F5
	Ctrl + Shift + F5
	Alt + F5
F6	F6
	Shift + F6
	Ctrl + F6
	Ctrl + Shift + F6
	Alt + F6

Key		Action
F7	F7	Check spelling and grammar. The Editor task pane is displayed.
	Shift + F7	Displays the Thesaurus task pane
	Ctrl + Shift + F7	Updates the linked information in a Word source document
	Alt + F7	Finds the next spelling or grammatical error
	Alt + Shift + F7	Word 2013 and newer: Display the Translator task pane Word 2007 and 2010: Display the Research task pane
F8	F8	Extend the current selection For example, if a word is selected, the selection size is extended to one sentence
	Shift + F8	Reduce the current selection For example, if a paragraph is selected, the selection size is reduced to one sentence
	Ctrl + Shift + F8	Turn extend selection mode on and off In the extend selection mode, the arrow keys extend the selection
	Alt + F8	Displays the Macro dialog box to create, run, edit, or delete a macro
F9	F9	Update selected fields
	Shift + F9	Display / hide the selected field code and result
	Ctrl + F9	Insert an empty field
	Ctrl + Shift + F9	Unlink the current field
	Alt + F9	Display / hide all field codes and result
	Alt + Shift + F9	Runs GOTOBUTTON or MACROBUTTON from a field displaying field results
F10	F10	Turn the ribbon key tips on or off
	Ctrl + F10	Maximize or restore the document window size
	Alt + F10	Display the Picture Selection task pane
F11	F11	Move to the next field
	Shift + F11	Move to the previous field
	Ctrl + F11	Lock the current field
	Ctrl + Shift + F11	Unlock the current field
	Alt + F11	Open the Microsoft Visual Basic (VBA) for Applications editor, to edit or create macros and associated codes
F12	F12	Display the Save As dialog box
	Shift + F12	Save the document
	Ctrl + F12	Display the Open dialog box
	Ctrl + Shift + F12	Display the Print Preview window
	Alt + Shift + F12	Select the Table of Contents button Note, the Table of Contents container must be active