

Word 2013 Shortcuts

Shortcut	Description
Alt	Selects the active tab of the Ribbon and activates the access keys.
Alt+End	To the last cell in a row
Alt+F1	Goes to the next field
Alt+F10	Displays the Selection and Visibility task pane.
Alt+F11	Displays Microsoft Visual Basic code.
Alt+F3	When text or an object is selected, opens the Create New Building Block dialog box.
Alt+F5	Restores the size of the active window after you maximize it.
Alt+F6	Moves from an open dialog box back to the document, for dialog boxes that support this behavior.
Alt+F7	Finds the next misspelling or grammatical error.
Alt+F8	Displays and runs a macros.
Alt+F9	Switches between all field codes and their results.
Alt+Home	To the first cell in a row
Alt+I	Office Access Keys from earlier versions
Alt+Arrow-Left	Go back one page.
Alt+5-Numblock	Selects an entire table.
Alt+Page-Down	To the last cell in a column
Alt+Page-Up	To the first cell in a column
Alt+Print	Copies a picture of the selected window to the Clipboard.
Alt+Arrow-Right	Go forward one page.
Alt+Shift+1	Displays all headings with the Heading 1 style.
Alt+Shift+A	Expands or collapses all text or headings.
Alt+Shift+C	Removes the document window split.
Alt+Shift+D	Inserts a DATE field.
Alt+Shift+Arrow-Down	Moves the selected paragraphs down.
Alt+Shift+E	Edits a mail-merge data document.
Alt+Shift+F	Inserts a merge field.
Alt+Shift+F1	Goes to the previous field.
Alt+Shift+F10	Displays the menu or message for an available action or for the AutoCorrect Options button or the Paste options button.
Alt+Shift+F12	Sets Table of Contents button in the Table of Contents container when the container is active.
Alt+Shift+F2	Saves a document.
Alt+Shift+F7	Displays the Research task pane.
Alt+Shift+F9	Runs GOTOBUTTON or MACROBUTTON from the field that displays the field results.
Alt+Shift+I	Marks a table of authorities entry (citation).
Alt+Shift+Arrow-Left	Promotes a paragraph.
Alt+Shift+M	Prints the merged document.
Alt+Shift+Minus	Collapses text under a heading.
Alt+Shift+N	Merges a document.
Alt+Shift+O	Marks a table of contents entry.
Alt+Shift+P	Inserts a PAGE field.
Alt+Shift+Page-Down	Selects a column from top to bottom.
Alt+Shift+Page-Up	Selects a column from bottom to top.
Alt+Shift+=	Expands text under a heading.
Alt+Shift+R	Copies the header or footer used in the previous section of the document.
Alt+Shift+Arrow-Right	Demotes a paragraph.
Alt+Shift+T	Inserts a TIME field.
Alt+Shift+Tab	Switches to the previous window.
Alt+Shift+Arrow-Up	Moves the selected paragraphs up.
Alt+Shift+X	Marks an index entry.
Alt+Tab	Switches to the next window.
Alt+X	Finds out the Unicode character code for the selected character
Backspace	Deletes one character to the left.
Ctrl+[Decreases the font size by 1 point.
Ctrl+]	Increases the font size by 1 point.
Ctrl+0	Adds or removes one line space preceding a paragraph.
Ctrl+1	Single-space lines.
Ctrl+2	Double-space lines.
Ctrl+5	Sets 1.5-line spacing.
Ctrl+A	Extends a selection to include the entire document.
Ctrl+Alt+1	Applies the Heading 1 style.
Ctrl+Alt+2	Applies the Heading 2 style.

Ctrl+Alt+3	Applies the Heading 3 style.
Ctrl+Alt+C	The copyright symbol
Ctrl+Alt+D	Inserts an endnote.
Ctrl+Alt+F	Inserts a footnote.
Ctrl+Alt+F2	Displays the Open dialog box.
Ctrl+Alt+I	Switches in or out of print preview.
Ctrl+Alt+K	Starts AutoFormat.
Ctrl+Alt+L	Inserts a LISTNUM field.
Ctrl+Alt+M	Inserts a comment.
Ctrl+Alt+Minus-Numblock	An em dash
Ctrl+Alt+N	Displays the document as a draft to quickly edit the text.
Ctrl+Alt+O	Displays the document as an outline and show the outlining tools.
Ctrl+Alt+P	Displays the document as it will appear on the printed page.
Ctrl+Alt+Page-Down	To the end of the window
Ctrl+Alt+Page-Up	To the top of the window
Ctrl+Alt+.	Creates an ellipsis.
Ctrl+Alt+R	The registered trademark symbol
Ctrl+Alt+S	Splits the document window.
Ctrl+Alt+Shift+Page-Down	Extends a selection to the end of a window.
Ctrl+Alt+Shift+S	Opens Styles task pane.
Ctrl+Alt+T	The trademark symbol
Ctrl+Alt+V	Opens the Paste Special dialog.
Ctrl+Alt+Z	Switches between the last four places that you have edited.
Ctrl+B	Applies or removes bold formatting.
Ctrl+Backspace	Deletes one word to the left.
Ctrl+C	Copies selected text or graphics to the Office Clipboard.
Ctrl+D	Opens the Font dialog box to change the font.
Ctrl+Delete	Deletes one word to the right.
Ctrl+Arrow-Down	One paragraph down
Ctrl+E	Switches a paragraph between centered and left-aligned.
Ctrl+End	To the end of a document
Ctrl+Enter	Starts the next page at the current position.
Ctrl+=	Applies subscript formatting (automatic spacing).
Ctrl+F	Opens the Navigation task pane. (to search document).
Ctrl+F1	Expands or collapses the Ribbon.
Ctrl+Shift+H	Applies hidden text formatting.
Ctrl+Shift+Home	Extends a selection to the beginning of a document.
Ctrl+Shift+Minus	Creates a nonbreaking hyphen.
Ctrl+Shift+K	Formats letters as small capitals.
Ctrl+Shift+Arrow-Left	Extends a selection to the beginning of a word.
Ctrl+Shift+M	Removes a paragraph indent from the left.
Ctrl+Shift+N	Applies the Normal style. Demotes to body text in outline view.
Ctrl+Shift+=	Applies superscript formatting (automatic spacing).
Ctrl+Shift+Q	Changes the selection to the Symbol font.
Ctrl+Shift+Arrow-Right	Extends a selection to the end of a word.
Shift+Page-Up	Extends a selection one screen up.
Shift+Arrow-Right	Extends a selection one character to the right.
Shift+Tab	Decreases level in Bullets, Numbering or Multilevel List.
Shift+Arrow-Up	Extends a selection one line up.
Tab	Increases level in Bullets, Numbering or Multilevel List.
Arrow-Up	Up one line
Alt+	Alt + The character code. Inserts the ANSI character for the specified ANSI (decimal) character code.
Alt+Shift+	Displays all headings up to Heading n.
Ctrl+Shift+L	Starts a bulleted list.
Ctrl+Shift+G	Opens the Word Count dialog box.
Ctrl+Shift+F9	Unlinks a field.
Ctrl+Shift+F8	Selects a vertical block of text.
Ctrl+Shift+F7	Updates linked information in a Microsoft Office Word source document.
Ctrl+Shift+F6	Switches to the previous window.
Ctrl+Shift+F5	Adds/Removes/Edits a bookmark.
Ctrl+Shift+F3	Pastes the Spike contents.
Ctrl+Shift+F12	Switches in or out of print preview.
Ctrl+Shift+F11	Unlocks a field.
Ctrl+Shift+F	Opens the Font dialog box to change the font.
Ctrl+Shift+Enter	A column break
Ctrl+Shift+End	Extends a selection to the end of a document.

Ctrl+Shift+E	Turns change tracking on or off.
Ctrl+Shift+Arrow-Down	Extends a selection to the end of a paragraph.
Ctrl+Shift+D	Applies or removes double-underlining.
Ctrl+Shift+C	Copies formatting from text.
Ctrl+Shift+A	Formats all letters as capitals.
Ctrl+Shift+.	Increases the font size.
Ctrl+Shift+,	Decreases the font size.
Ctrl+Shift+8	Displays nonprinting characters.
Ctrl+S	Save a document.
Ctrl+Arrow-Right	Moves one word to the right.
Ctrl+R	Right aligns a paragraph.
Ctrl+Q	Removes paragraph formatting.
Ctrl+Page-Up	Find & Replace: Moves to the previous edit location. Normal Editing: To the top of the previous page.
Ctrl+Page-Down	Find & Replace: Moves to the next edit location. Normal Editing: To the top of the next page.
Ctrl+P	Switches in or out of print preview.
Ctrl+O	Opens a document.
Ctrl+N	Creates a new document.
Ctrl+Minus-Numblock	An en dash
Ctrl+M	Indents a paragraph from the left.
Ctrl+Arrow-Left	Moves one word to the left.
Ctrl+L	Left aligns a paragraph.
Ctrl+K	Inserts a hyperlink.
Ctrl+J	Switches a paragraph between justified and left-aligned.
Ctrl+I	Applies or removes italic formatting.
Ctrl+Minus	Creates an optional hyphen.
Ctrl+H	Replaces text, specific formatting, and special items.
Ctrl+F9	Inserts an empty field.
Ctrl+F6	Switches to the next window.
Ctrl+F4	Closes the active window.
Ctrl+F3	Cuts to the Spike.
Ctrl+F2	Switches in or out of print preview.
Ctrl+F12	Displays the Open dialog box.
Ctrl+F11	Locks a field.
Ctrl+F10	Maximizes or restores a selected window.
Ctrl+G	Goes to a page, bookmark, footnote, table, comment, graphic, or other location.
Ctrl+Home	To the beginning of a document
Alt, F, I	Shows permissions, sharing and versions.
Alt, F, H	Save & Send
Ctrl+Shift+J	Distributes a paragraph justified.
Alt, W, 2	Zooms the document so you can see multiple pages in the window.
Alt, S, M	Displays the list of all the sources cited in the document.
Alt, S, L	Sets the style of citation to use in the document.
Alt, S, H	Scrolls the document to show where the footnotes or endnotes are located.
Alt, S, G	Inserts a Table of Figures into the document.
Alt, S, D	Updates the index so that all the entries refer to the correct page number.
Alt, S, A	Adds the current paragraph as an entry in the Table of Contents.
Alt, R, V	Navigates to the previous comment in the document.
Alt, R, H	Navigates to the next revision in the document so that you can accept or reject it.
Alt, R, F	Navigates to the previous revision in the document so that you can accept or reject it.
Shift+F7	Suggests other words with a similar meaning to the word you have selected.
Alt, P, O	Switches the pages between portrait and landscape layouts.
Alt, P, M	Sets the margin sizes for the entire document or the current section.
Alt, P, J	Splits text into two or more columns.
Alt, P, B	Adds page, section, or column breaks to the document.
Alt, N, W	Inserts decorative text in your document.
Alt, N, U	Inserts symbols that are not on your keyboard.
Alt, N, P	Inserts a picture from a file.
Alt, N, M	Inserts a SmartArt graphic to visually communicate information.
Alt, N, K	Creates a bookmark to assign a name to a specific point in a document. You can make hyperlinks that jump directly to a bookmarked location.
Alt, N, G	Inserts a signature line that specifies the individual who must sign.
Alt, N, F	Inserts Clip Art into the document to illustrate a specific concept.

Alt, N, D	Inserts the current date or time into the current document.
Alt, N, C	Inserts a chart to illustrate and compare data.
Alt, M, X	Previews the next record in the recipient list.
Alt, M, W	Previews a specific record in the recipient list.
Alt, M, V	Previews the last record in the recipient list.
Alt, M, U	Specifies rules to add decision-making ability to the mail merge.
Alt, M, T	Matches Fields allows you to tell Word the meaning of different fields in your recipient list.
Alt, M, Q	Previews the first record in the recipient list.
Alt, M, P	Replaces the merged fields in your document with actual data from your recipient list.
Alt, M, M	Previews the previous record in the recipient list.
Alt, M, L	Creates and print labels.
Alt, M, J	Finds and previews a specific record in the recipient list by searching for text.
Alt, M, H	Highlights the fields you have inserted into the document.
Alt, M, G	Adds a greeting line to your document.
Alt, M, F	Completes the mail merge.
Alt, M, E	Creates and prints envelopes.
Alt, M, D	Makes changes to the list of recipients and decide which of them should receive your letter.
Alt, M, B	If you are creating labels, this updates all the labels in the document to use information from the recipient list.
Alt, M, A	Adds an address to your letter.
Alt, H, K	Changes the spacing between lines of text.
Alt, H, I	Text Highlight Color
Alt, H, H	Paragraph Shading.
Ctrl+Shift+P	Opens the Font dialog box to change the font size.
Alt, H, E	Clears all the formatting from the selection, leaving only the plain text.
Shift+Page-Down	Extends a selection one screen down.
Shift+Arrow-Left	Extends a selection one character to the left.
Shift+Home	Extends a selection to the beginning of a line.
Shift+F9	Switches between a selected field code and its result.
Shift+F8	Reduces the size of a selection.
Shift+F6	Moves to a task pane from another pane in the program window (counterclockwise direction).
Shift+F5	After opening a document, to the location you were working in when the document was last closed
Shift+F4	Repeats a Find or Go To action.
Shift+F3	Changes the case of letters.
Shift+F2	Copies selected text or graphics to the Office Clipboard.
Shift+F12	Saves a document.
Shift+F11	Goes to the previous field.
Shift+F10	Display the shortcut menu for the selected item.
Shift+F1	Reveals formatting and reviews text formatting.
Shift+Enter	A line break
Shift+End	Extends a selection to the end of a line.
Shift+Arrow-Down	Extends a selection one line down.
Arrow-Right	One character to the right
Print	Copies a picture of the screen to the Clipboard.
Page-Up	Up one screen (scrolling)
Page-Down	Down one screen (scrolling)
Arrow-Left	One character to the left
Home	Goes to the beginning of a line
F9	Updates selected fields and refreshes.
F8	Increases the size of a selection.
F7	Sets the Spelling command (Review tab).
F6	Moves to a task pane from another pane in the program window (clockwise direction).
F5	Goes to a page, bookmark, footnote, table, comment, graphic, or other location.
F4	Open the Look in list.
F2	Moves text or graphics once. F2 (then move the cursor and press ENTER)
F12	Displays the Save As dialog box.
F11	Goes to the next field.
F10	Selects the active tab of the Ribbon and activates the access keys.
F1	Displays help on the selected command or control on the Ribbon.
End	To the end of a line

Arrow-Down	Down one line
Delete	Deletes one character to the right.
Ctrl+Z	Undoes an action.
Ctrl+Y	Redoes or repeats an action.
Ctrl+X	Cuts the selected text, graphics or object to the Office Clipboard.
Ctrl+W	Closes the active window.
Ctrl+V	Pastes the most recent addition to the Office Clipboard.
Ctrl+Arrow-Up	One paragraph up
Ctrl+U	Applies or removes underlining.
Ctrl+Tab	Inserts a tab characters in a table cell.
Ctrl+T	Creates a hanging indent.
Ctrl+Spacebar	Removes manual character formatting.
Ctrl+Shift+W	Underlines words but not spaces.
Ctrl+Shift+V	Applies copied formatting to text.
Ctrl+Shift+Arrow-Up	Extends a selection to the beginning of a paragraph.
Ctrl+Shift+Tab	Switches to the previous tab in a dialog box.
Ctrl+Shift+T	Reduces a hanging indent.
Ctrl+Shift+Spacebar	Creates a nonbreaking space.
Ctrl+Shift+S	Opens Apply Styles task pane.
Alt, W, F	Displays the document in full screen Reading View in order to maximize the space available for reading or commenting on the document.
Alt, R, C	Displays all the comments alongside the document.
Ctrl+F7	Document window-move
Alt+Shift+K	Sets how to handle errors that might happen during mail merge.
Alt, D, D	Sets this look for all new documents.
Alt+=	Inserts an Equation.
Alt, N, L	Insert an Online Video.
Ctrl+V, Ctrl, T	Pastes item from clipboard and keeps text only.
Ctrl+V, Ctrl, M	Pastes item from the clipboard and merges formatting.
Ctrl+V, Ctrl, K	Pastes item from the clipboard and keeps source formatting.
Alt, W, W	Moves from an open dialog box back to the document, for dialog boxes that support this behavior.
Alt, W, T	Resets the window position of the documents being compared side-by-side so that they share the screen equally.
Alt, W, R	Displays the rulers, used to measure and line up objects in the document.
Alt, W, Q	Displays the Zoom dialog box to specify the zoom level of the document.
Alt, W, N	Opens a new window containing a view of the current document.
Alt, W, L	Displays the document as it would look as a Web page.
Alt, W, K	Opens the Navigation Pane, which allows you to navigate through the document by heading, by page, or by searching for text or objects.
Alt, W, J	Zooms the document to 100% of the normal size.
Alt, W, I	Zooms the document so that the width of the page matches the width of the window.
Alt, W, G	Turns on gridlines to which you can align objects in the document.
Alt, W, B	Displays two documents side-by-side so that you can compare their contents.
Alt, W, A	Tiles all open program windows side-by-side on the screen.
Alt, W, 1	Zooms the document so that an entire page fits in the window.
Alt, S, X	Inserts an index into the document.
Alt, S, V	Updates the Table of Figures to include all of the entries in the document.
Alt, S, U	Updates the Table of Contents so that all the entries refer to the correct page number.
Alt, S, Q	Displays the Footnote and Endnote dialog box.
Alt, S, P	Adds a caption to a picture or other image.
Alt, H, 4	Draws a line through the middle of the selected text.
Alt+F4	Closes Word.
Alt, F, T	Options
Alt, F, R	Recent Documents
Alt, F, N	New Dialog