

## Frequently Used Shortcuts

Undo the last action	⌘	Z
Cut selected text or graphics	⌘	X
Copy selected text or graphics to the Clipboard	⌘	C
Paste the Clipboard contents	⌘	V
Choose the Go To command (Edit menu)	⌘	G
Open the Spelling and Grammar dialog box	⌘	L
Extend a selection		F8
Go to the next window	⌘	`
Choose the Save As command (File menu).	⌘	S
Copy selected text	⌥	F2
Change letters to uppercase, lowercase, or mixed case	⌥	F3
Find	⌘	F
Print a document	⌘	P
Move to the previous insertion point	⌥	F5
Go to the previous window	⌘	`
Open the Thesaurus pane	⌥	F7
Shrink a selection	⌥	F8
Switch between a field code and its result	⌥	F9
Cut the selection to the Spike	⌘	F3
Close the window	⌘	F4
Expand or minimize the ribbon	⌘	R
Edit a bookmark	⌘	F5
Find the next misspelling or grammatical error. The Check spelling as you type check box must be selected (Word menu, Preferences command, Spelling and Grammar).	⌘	F7
Look up selected text on the Internet	⌘	L

## Move the Cursor

Move one character to the left	←
Move one character to the right	→
Move one word to the left	⌘ ←
Move one word to the right	⌘ →
Move one paragraph up	⌘ ↑
Move one paragraph down	⌘ ↓
Move one cell to the left (in a table)	⌥ ←
Move one cell to the right (in a table)	⌥ →
Move up one line	↑
Move down one line	↓
Move to the end of a line	⌘ →
Move to the beginning of a line	⌘ ←
Move up one screen (scrolling)	PAGE UP
Move down one screen (scrolling)	PAGE DOWN
Move to the top of the next page	⌘ PAGE DOWN
Move to the top of the previous page	⌘ PAGE UP
To the end of a document	⌘ END
To the beginning of a document	⌘ HOME
To the previous insertion point	⌥ F5

## Select text and graphics

Select one character to the right	↑	→	
Select one character to the left	↑	←	
Select one word to the right	↑	⌘ →	
Select one word to the left	↑	⌘ ←	
Select to the end of a line	⌘	↑	→
Select to the beginning of a line	⌘	↑	←
Select one line down	↑	↓	
Select one line up	↑	↑	
Select to the end of a paragraph	⌘	↑	↓
Select to the beginning of a paragraph	⌘	↑	↑
Select one screen down	↑	PAGE DOWN	
Select one screen up	↑	PAGE UP	
Select to the beginning of a document	⌘	↑	HOME
Select to the end of a document	⌘	↑	END
Select to the end of a window	⌘	↑	PAGE DOWN
Select to select the entire document	⌘	A	

## Extend a selection

Turn on extend mode	F8
Reduce the size of a selection	⌥ F8
Turn off extend mode	ESC



## Edit text and graphics

Copy text or graphics	⌘	C
Copy a style	⌘ ↑	C
Paste a style	⌘ ↑	V
Copy text or graphics to the Scrapbook	⌘ ^ ⌘	C
Cut selected text to the clipboard	⌘ X	X
Create AutoText	⌘ ⌘ F3	F3
Insert AutoText	⌘ ⌘ ↑	V
Paste the Clipboard contents	⌘ V	V
Paste special	⌘ ^ V	V
Paste and match the formatting of the surrounding text	⌘ ⌘ ↑	V
Paste the Spike contents	⌘ ↑	F3
Delete one character to the left	⌘	
Delete one word to the left	⌘ ⌘	
Cut selected text to the Clipboard	⌘ X	X
Undo the last action	⌘ Z	Z
Redo the last action	⌘ Y	Y
Cut to the Spike	⌘	F3

## Align and format paragraphs

Center a paragraph	⌘	E
Justify a paragraph	⌘	J
Left-align a paragraph	⌘	L
Right-align a paragraph	⌘	R
Indent a paragraph from the left	⌘ ↑	M
Remove a paragraph indent from the left	⌘ ↑	M
Create a hanging indent	⌘	T
Remove a hanging indent	⌘ ↑	T
Start AutoFormat	⌘ ⌘	K
Apply the Normal style	⌘ ↑	N
Apply the Heading 1 style	⌘ ⌘ 1	1
Apply the Heading 2 style	⌘ ⌘ 2	2
Apply the Heading 3 style	⌘ ⌘ 3	3
Apply the List style when the cursor is at the beginning of a line	⌘ ↑	L
Insert a nonbreaking space	⌘ SPACEBAR	

## Set line spacing

Set lines as single-spaced	⌘	1
Set lines as double-spaced	⌘	2
Set lines as 1.5-line spacing	⌘	5
Add or remove one line of space directly preceding a paragraph	⌘	0

## Format characters

Change the font	⌘ ↑	F
Increase the font size	⌘ ↑	>
Decrease the font size	⌘ ↑	<
Change the formatting of characters (Font command, Format menu)	⌘	D
Change the case of letters	⌘ ↑	F3
Format in all capital letters	⌘ ↑	A
Apply bold formatting	⌘	B
Apply an underline	⌘	U
Underline words but not spaces	⌘ ↑	W
Double-underline text	⌘ ↑	D
Apply italic formatting	⌘	I
Format in all small capital letters	⌘ ↑	K
Apply subscript formatting (automatic spacing)	⌘ =	=
Apply superscript formatting (automatic spacing)	⌘ ↑	+
Apply strike-through formatting	⌘ ↑	X

## Insert special characters

Insert an empty field	⌘	F9
Insert a line break	⌘	RETURN
Insert a page break	⌘	↵
Insert a column break	⌘ ↑	RETURN
Insert a nonbreaking hyphen	⌘ ↑	-
Insert the copyright symbol	⌘	G
Insert the registered trademark symbol	⌘	R
Insert the trademark symbol	⌘	2
Insert an ellipsis	⌘	;




## Work with fields

Insert a DATE field   **D**

Insert a LISTNUM field    **L**


Insert a PAGE field   **P**


Insert a TIME field   **T**

Insert an empty field  **F9**

Update selected fields **F9**


Unlink a field   **F9**

Switch between a field code and its result  **F9**

Switch between all field codes and their results  **F9**

Run GOTOBUTTON or MACROBUTTON from the field that displays the field results   **F9**

Go to the next field **F11**

Go to the previous field  **F11**

Lock a field  **F11**

Unlock a field   **F11**

## Outline a document


Promote a paragraph   



Demote a paragraph   



Demote to body text   **N**



Move selected paragraphs up   



Move selected paragraphs down   

Expand text under a heading   **+**


Collapse text under a heading   **-**

Expand all body text and headings or collapse all body text   **A**

Show the first line of body text or all body text   **L**

Show all headings with the specified heading level  


## Review a document


Insert a comment   **A**

Turn track changes on or off   **E**


Go to the beginning of a comment **HOME**

Go to the end of a comment **END**

Go to the beginning of the list of comments when in the Reviewing Pane  **HOME**



Go to the end of the list of comments when in the Reviewing Pane  **END**


## Print a document

Print a document  **P**

## Move around in a table

Move to the preceding cell  

Move to the preceding or next row  **OR** 

Move to the first cell in the row  **HOME**

Move to the last cell in the row  **END**


Move to the first cell in the column  **PAGE UP**



Move to the last cell in the column  **PAGE DOWN**


Start a new paragraph **RETURN**

Insert a row   **I**


## Resize table columns by using the ruler



Move a single column line; Retain table width. 


Equally resize all columns to the right; Retain table width.  

Proportionally resize all columns to the right; Retain table width. 

## Resize table columns directly in a table.

Retain column sizes to the right; Change table width. 

Equally resize all columns to the right; Retain table width.  

Proportionally resize all columns to the right; Retain table width. 

## Insert paragraphs and tab characters in a table

Insert a new paragraph in a cell **RETURN**




Insert a Tab character in a cell  



## Use footnotes and endnotes

Insert a footnote   **F**

Insert an endnote   **E**

## Right-to-left language features

Paragraph direction to right to left   

Paragraph direction to left to right   



## Function key shortcuts

Undo the last action	<b>F1</b>
Cut selected text or graphics	<b>F2</b>
Copy selected text or graphics to the clipboard	<b>F3</b>
Paste the Clipboard contents	<b>F4</b>
Choose the Go To command (Edit menu)	<b>F5</b>
Open the Spelling and Grammar dialog box	<b>F7</b>
Extend a selection	<b>F8</b>
Update selected fields.	<b>F9</b>
Go to the next window	<b>⌘ F6</b>
Copy selected text	<b>↑ F2</b>
Change letters to uppercase, lowercase, or mixed case	<b>↑ F3</b>
Repeat a Find or Go To action	<b>↑ ⌘ F4</b>
Move to the previous insertion point	<b>↑ F5</b>
Open the Thesaurus pane	<b>↑ F7</b>
Shrink a selection	<b>↑ F8</b>
Switch between a field code and its result.	<b>↑ F9</b>
Go to the previous field	<b>↑ F11</b>
Cut the selection to the Spike	<b>⌘ F3</b>
Close the window	<b>⌘ F4</b>
Go to the next window	<b>⌘ F6</b>
Insert an empty field	<b>⌘ F9</b>
Lock a field	<b>⌘ F11</b>
Insert the contents of the Spike	<b>⌘ ↑ F3</b>
Edit a bookmark	<b>⌘ ↑ F5</b>
Update linked information in a Word source document	<b>⌘ ↑ F7</b>
Extend a selection as a block selection	<b>⌘ ↑ F8 →</b>
Unlink a field	<b>⌘ ↑ F9</b>
Unlock a field	<b>⌘ ↑ F11</b>
Create an AutoText entry	<b>⌘ F3</b>

Find the next misspelling or grammatical error **⌘ F7**

Run a macro **⌘ F8**

Switch between all field codes and their results **⌘ F9**

Look up selected text on the Internet **⌘ ↑ L**

Run GOTOBUTTON or MACROBUTTON from the field that displays the field results **⌘ ↑ F9**

### Pie Menu for Microsoft word

Work faster with a customized radial menu for Microsoft word. Add whatever shortcut you want!

[Download at www.pie-menu.com](http://www.pie-menu.com)

