

# Microsoft Word 2002 Keyboard Shortcuts

<b>CTRL+Shift+A</b>	All Caps
<b>ALT+CTRL+M</b>	Annotation
<b>ALT F10</b>	App Maximize in Microsoft Word
<b>ALT+F5</b>	App Restore
<b>ALT+CTRL+1</b>	Apply Heading1
<b>ALT+CTRL+2</b>	Apply Heading2
<b>ALT+CTRL+3</b>	Apply Heading3
<b>CTRL+Shift+L</b>	Apply List Bullet
<b>ALT+CTRL+K</b>	Auto Format
<b>F3 or ALT CTRL V</b>	Auto Text in Microsoft Word
<b>CTRL+B or CTRL+Shift+B</b>	Bold
<b>CTRL+Shift+F5</b>	Bookmark
<b>CTRL+PAGE DOWN</b>	Browse Next
<b>CTRL+PAGE UP</b>	Browse Previous
<b>ALT+CTRL+HOME</b>	Browse Sel
<b>ESC</b>	Cancel in Microsoft Word
<b>CTRL+E</b>	Center Para
<b>Shift+F3</b>	Change Case
<b>LEFT</b>	Char Left
<b>Shift+LEFT</b>	Char Left Extend
<b>RIGHT</b>	Char Right
<b>Shift+RIGHT</b>	Char Right Extend
<b>DELETE</b>	Clear in Microsoft Word
<b>ALT+F4</b>	Close or Exit
<b>ALT+Shift+C</b>	Close Pane
<b>CTRL+Shift+ENTER</b>	Column Break
<b>CTRL+Shift+F8</b>	Column Select
<b>CTRL+C or CTRL+INSERT</b>	Copy
<b>CTRL+Shift+C</b>	Copy Format
<b>Shift+F2</b>	Copy Text
<b>ALT+F3</b>	Create Auto Text
<b>ALT CTRL =</b>	Customize Add Menu in Microsoft Word
<b>ALT+CTRL+NUM +</b>	Customize Keyboard
<b>ALT+CTRL+-</b>	Customize Remove Menu
<b>CTRL+X or Shift+DELETE</b>	Cut
<b>ALT+Shift+D</b>	Date Field
<b>CTRL+BACKSPACE</b>	Delete Back Word
<b>CTRL+DELETE</b>	Delete Word
<b>ALT+Shift+F7</b>	Dictionary
<b>ALT+Shift+F9</b>	Do Field Click
<b>CTRL+W or CTRL+F4</b>	Doc Close
<b>CTRL+F10</b>	Doc Maximize
<b>CTRL+F7</b>	Doc Move
<b>CTRL+F5</b>	Doc Restore
<b>CTRL+F8</b>	Doc Size
<b>ALT+CTRL+S</b>	Doc Split
<b>CTRL Shift D</b>	Double Underline in Microsoft Word
<b>ALT+PAGE DOWN</b>	End of Column

# Microsoft Word 2002 Keyboard Shortcuts

<b>ALT+Shift+PAGE DOWN</b>	End of Column
<b>CTRL+Shift+END</b>	End of Doc Extend
<b>CTRL+END</b>	End of Document
<b>END</b>	End of Line
<b>Shift+END</b>	End of Line Extend
<b>ALT+END</b>	End of Row
<b>ALT+Shift+END</b>	End of Row
<b>ALT CTRL PAGE DOWN</b>	End of Window in Microsoft Word
<b>ALT+CTRL+Shift+PAGE DOWN</b>	End of Window Extend
<b>ALT+CTRL+D</b>	Endnote Now
<b>F8</b>	Extend Selection
<b>CTRL+F9</b>	Field Chars
<b>ALT+F9</b>	Field Codes
<b>CTRL F</b>	Find in Microsoft Word
<b>CTRL+D or CTRL+Shift+F</b>	Font
<b>CTRL+Shift+P</b>	Font Size Select
<b>ALT+CTRL+F</b>	Footnote Now
<b>Shift+F5 or ALT+CTRL+Z</b>	Go Back
<b>CTRL+G or F5</b>	Go To
<b>CTRL Shift .</b>	Grow Font in Microsoft Word
<b>CTRL+] ]</b>	Grow Font One Point
<b>CTRL+T</b>	Hanging Indent
<b>ALT+Shift+R</b>	Header Footer Link
<b>F1</b>	Help in Microsoft Word
<b>CTRL+Shift+H</b>	Hidden
<b>CTRL+K</b>	Hyperlink
<b>CTRL+M</b>	Indent
<b>CTRL+I or CTRL+Shift+I</b>	Italic
<b>CTRL J</b>	Justify Para in Microsoft Word
<b>CTRL+L</b>	Left Para
<b>DOWN</b>	Line Down
<b>Shift+DOWN</b>	Line Down Extend
<b>UP</b>	Line Up
<b>Shift+UP</b>	Line Up Extend
<b>ALT+CTRL+L</b>	List Num Field
<b>CTRL+3 or CTRL+F11</b>	Lock Fields
<b>ALT+F8</b>	Macro
<b>ALT Shift K</b>	Mail Merge Check in Microsoft Word
<b>ALT+Shift+E</b>	Mail Merge Edit Data Source
<b>ALT+Shift+N</b>	Mail Merge to Doc
<b>ALT+Shift+M</b>	Mail Merge to Printer
<b>ALT+Shift+I</b>	Mark Citation
<b>ALT+Shift+X</b>	Mark Index Entry
<b>ALT+Shift+O</b>	Mark Table of Contents Entry
<b>F10</b>	Menu Mode in Microsoft Word
<b>ALT+Shift+F</b>	Merge Field
<b>ALT+Shift+F11</b>	Microsoft Script Editor
<b>ALT+CTRL+F1</b>	Microsoft System Info

# Microsoft Word 2002 Keyboard Shortcuts

<b>F2</b>	Move Text
<b>CTRL+N</b>	New
<b>TAB</b>	Next Cell
<b>F11 or ALT+F1</b>	Next Field
<b>ALT+F7</b>	Next Misspelling
<b>ALT+DOWN</b>	Next Object
<b>CTRL F6 or ALT F6</b>	Next Window in Microsoft Word
<b>ALT+CTRL+N</b>	Normal
<b>CTRL+Shift+N or ALT+Shift+CLEAR (NUM 5)</b>	Normal Style
<b>CTRL+O or CTRL+F12 or ALT+CTRL+F2</b>	Open
<b>CTRL+0</b>	Open or Close Up Para
<b>F6 or Shift+F6</b>	Other Pane
<b>ALT+CTRL+O</b>	Outline
<b>ALT+Shift+- or ALT+Shift+NUM -</b>	Outline Collapse
<b>ALT+Shift+RIGHT</b>	Outline Demote
<b>ALT+Shift+=</b>	Outline Expand
<b>ALT+Shift+NUM +</b>	Outline Expand
<b>ALT+Shift+DOWN</b>	Outline Move Down
<b>ALT+Shift+UP</b>	Outline Move Up
<b>ALT+Shift+LEFT</b>	Outline Promote
<b>ALT+Shift+L</b>	Outline Show First Line
<b>INSERT</b>	Overtyping
<b>ALT+CTRL+P</b>	Page
<b>CTRL ENTER</b>	Page Break in Microsoft Word
<b>PAGE DOWN</b>	Page Down
<b>Shift+PAGE DOWN</b>	Page Down Extend
<b>ALT+Shift+P</b>	Page Field
<b>PAGE UP</b>	Page Up
<b>Shift+PAGE UP</b>	Page Up Extend
<b>CTRL+DOWN</b>	Para Down
<b>CTRL+Shift+DOWN</b>	Para Down Extend
<b>CTRL+UP</b>	Para Up
<b>CTRL+Shift+UP</b>	Para Up Extend
<b>CTRL+V or Shift+INSERT</b>	Paste
<b>CTRL Shift V</b>	Paste Format in Microsoft Word
<b>Shift+TAB</b>	Prev Cell
<b>Shift+F11 or ALT+Shift+F1</b>	Prev Field
<b>ALT+UP</b>	Prev Object
<b>CTRL+Shift+F6 or ALT+Shift+F6</b>	Prev Window
<b>CTRL+P or CTRL+Shift+F12</b>	Print
<b>CTRL F2 or ALT CTRL I</b>	Print Preview in Microsoft Word
<b>F7</b>	Proofing
<b>ALT+Shift+BACKSPACE</b>	Redo
<b>CTRL Y or F4 or ALT ENTER</b>	Redo or Repeat in Microsoft Word
<b>Shift+F4 or ALT+CTRL+Y</b>	Repeat Find
<b>CTRL+H</b>	Replace
<b>CTRL+SPACE or CTRL+Shift+Z</b>	Reset Char
<b>CTRL+Q</b>	Reset Para

# Microsoft Word 2002 Keyboard Shortcuts

<b>CTRL+Shift+E</b>	Revision Marks Toggle
<b>CTRL+R</b>	Right Para
<b>CTRL+S or Shift+F12 or ALT+Shift+F2</b>	Save
<b>F12</b>	Save As
<b>CTRL A or CTRL CLEAR (NUM 5) or CTRL NUM 5</b>	Select All in Microsoft Word
<b>ALT+CLEAR (NUM 5)</b>	Select Table
<b>CTRL+Shift+8</b>	Show All
<b>ALT+Shift+A</b>	Show All Headings
<b>ALT+Shift+1</b>	Show Heading1
<b>ALT+Shift+2</b>	Show Heading2
<b>ALT+Shift+3</b>	Show Heading3
<b>ALT+Shift+4</b>	Show Heading4
<b>ALT+Shift+5</b>	Show Heading5
<b>ALT+Shift+6</b>	Show Heading6
<b>ALT+Shift+7</b>	Show Heading7
<b>ALT+Shift+8</b>	Show Heading8
<b>ALT+Shift+9</b>	Show Heading9
<b>CTRL Shift ,</b>	Shrink Font in Microsoft Word
<b>CTRL+[</b>	Shrink Font One Point
<b>CTRL+Shift+K</b>	Small Caps
<b>CTRL+1</b>	Space Para1
<b>CTRL+5</b>	Space Para15
<b>CTRL+2</b>	Space Para2
<b>CTRL+Shift+F3 or CTRL+F3</b>	Spike
<b>ALT PAGE UP</b>	Start of Column in Microsoft Word
<b>ALT+Shift+PAGE UP</b>	Start of Column
<b>CTRL+Shift+HOME</b>	Start of Doc Extend
<b>CTRL+HOME</b>	Start of Document
<b>HOME</b>	Start of Line
<b>Shift+HOME</b>	Start of Line Extend
<b>ALT+HOME</b>	Start of Row
<b>ALT+Shift+HOME</b>	Start of Row
<b>ALT CTRL PAGE UP</b>	Start of Window in Microsoft Word
<b>ALT+CTRL+Shift+PAGE UP</b>	Start of Window Extend
<b>CTRL+Shift+S</b>	Style
<b>CTRL+=</b>	Subscript
<b>CTRL+Shift+=</b>	Superscript
<b>CTRL+Shift+Q</b>	Symbol Font
<b>Shift F7</b>	Thesaurus in Microsoft Word
<b>ALT+Shift+T</b>	Time Field
<b>Shift+F9</b>	Toggle Field Display
<b>CTRL+\</b>	Toggle Master Subdocs
<b>Shift+F1</b>	Tool
<b>CTRL+Shift+T</b>	Un Hang
<b>CTRL+Shift+M</b>	Un Indent
<b>CTRL+U or CTRL+Shift+U</b>	Underline
<b>CTRL+Z or ALT+BACKSPACE</b>	Undo
<b>CTRL+6 or CTRL+Shift+F9</b>	Unlink Fields

# Microsoft Word 2002 Keyboard Shortcuts

<b>CTRL+4 or CTRL+Shift+F11</b>	Unlock Fields
<b>ALT CTRL U</b>	Update Auto Format in Microsoft Word
<b>F9 or ALT+Shift+U</b>	Update Fields
<b>CTRL+Shift+F7</b>	Update Source
<b>ALT+F11</b>	VBCode
<b>ALT+LEFT</b>	Web Go Back
<b>ALT+RIGHT</b>	Web Go Forward
<b>CTRL+LEFT</b>	Word Left
<b>CTRL+Shift+LEFT</b>	Word Left Extend
<b>CTRL RIGHT</b>	Word Right in Microsoft Word
<b>CTRL+Shift+RIGHT</b>	Word Right Extend
<b>CTRL+Shift+W</b>	Word Underline

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