

Microsoft Word 97 Keyboard Shortcuts

Format Characters:

ALT CTRL O	Switch to outline view in Microsoft Word
ALT+CTRL+N	Switch to normal view
CTRL+/-	Move between a master document and its subdocuments
CTRL Shift F	Change the font in Microsoft Word
CTRL+Shift+P	Change the font size
CTRL+Shift+>	Increase the font size
CTRL+Shift+<	Decrease the font size
CTRL+]	Increase the font size by 1 point
CTRL+[Decrease the font size by 1 point
CTRL+D	Change the formatting of characters (Font command, Format menu)
Shift F3	Change the case of letters in Microsoft Word
CTRL+Shift+A	Format letters as all capitals
CTRL+B	Apply bold formatting
CTRL+U	Apply an underline
CTRL+Shift+W	Underline words but not spaces
CTRL Shift D	Double-underline text in Microsoft Word
CTRL+Shift+H	Apply hidden text formatting
CTRL+I	Apply italic formatting
CTRL+Shift+K	Format letters as small capitals
CTRL+EQUAL SIGN	Apply subscript formatting (automatic spacing)
CTRL+Shift+PLUS SIGN	Apply superscript formatting (automatic spacing)
CTRL+SPACEBAR	Remove manual character formatting
CTRL+Shift+Q	Change the selection to Symbol font
CTRL+Shift+* (asterisk)	Display non-printing characters
Shift+F1 (then click the text whose formatting you want to review)	Review text formatting in Microsoft Word
CTRL+Shift+C	Copy formats
CTRL+Shift+V	Paste formats

Format Paragraphs:

CTRL+1	Single-space lines
CTRL+2	Double-space lines
CTRL 5	Set 1.5-line spacing in Microsoft Word
CTRL+0 (zero)	Add one-line spacing preceding a paragraph
CTRL+0 (zero)	Remove one-line spacing preceding a paragraph
CTRL+E	Center a paragraph
CTRL+J	Justify a paragraph
CTRL+L	Left align a paragraph
CTRL R	Right align a paragraph in Microsoft Word
CTRL+M	Indent a paragraph from the left
CTRL+Shift+M	Remove a paragraph indent from the left
CTRL+T	Create a hanging indent
CTRL+Shift+T	Reduce a hanging indent
CTRL+Q	Remove paragraph formatting
CTRL+Shift+S	Apply a style
ALT+CTRL+K	Start AutoFormat
CTRL Shift N	Apply the Normal style in Microsoft Word
ALT+CTRL+1	Apply the Heading 1 style
ALT+CTRL+2	Apply the Heading 2 style

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ALT+CTRL+3	Apply the Heading 3 style
CTRL+Shift+L	Apply the List style
Delete Text and Graphics:	
BACKSPACE	Delete one character to the left
CTRL+BACKSPACE	Delete one word to the left
DELETE	Delete one character to the right
CTRL DELETE	Delete one word to the right in Microsoft Word
CTRL+X	Cut selected text to the Clipboard
CTRL+Z	Undo the last action
CTRL+F3	Cut to the Spike
CTRL+C	Copy text or graphics
F2 (then move the insertion point and press ENTER)	Move text or graphics in Microsoft Word
ALT+F3	Create AutoText
CTRL+V	Paste the Clipboard contents
CTRL+Shift+F3	Paste the Spike contents
Insert Special Characters:	
CTRL+F9	A field
CTRL+F9	A field
CTRL+F9	A field
ENTER (after typing the first few characters of the AutoText entry name and when the ScreenTip appears)	An AutoText entry
ENTER (after typing the first few characters of the AutoText entry name and when the ScreenTip appears)	An AutoText entry
ENTER (after typing the first few characters of the AutoText entry name and when the ScreenTip appears)	An AutoText entry
Shift+ENTER	A line break
Shift+ENTER	A line break
Shift+ENTER	A line break
CTRL ENTER	A page break
CTRL ENTER	A page break
CTRL ENTER	A page break
CTRL Shift ENTER	A column break
CTRL Shift ENTER	A column break
CTRL Shift ENTER	A column break
CTRL+HYPHEN	An optional hyphen
CTRL+HYPHEN	An optional hyphen
CTRL+HYPHEN	An optional hyphen
CTRL+Shift+HYPHEN	A non-breaking hyphen
CTRL+Shift+HYPHEN	A non-breaking hyphen
CTRL+Shift+HYPHEN	A non-breaking hyphen
CTRL+Shift+SPACEBAR	A non-breaking space
CTRL+Shift+SPACEBAR	A non-breaking space
CTRL+Shift+SPACEBAR	A non-breaking space
ALT CTRL C	The copyright symbol
ALT CTRL C	The copyright symbol
ALT CTRL C	The copyright symbol

Microsoft Word 97 Keyboard Shortcuts

ALT+CTRL+R	The registered trademark symbol
ALT+CTRL+R	The registered trademark symbol
ALT+CTRL+R	The registered trademark symbol
ALT+CTRL+T	The trademark symbol
ALT+CTRL+T	The trademark symbol
ALT+CTRL+T	The trademark symbol
ALT CTRL period	An ellipsis in Microsoft Word
ALT CTRL period	An ellipsis in Microsoft Word
ALT CTRL period	An ellipsis in Microsoft Word
Select Text and Graphics:	
Shift+RIGHT ARROW	One character to the right
Shift+LEFT ARROW	One character to the left
CTRL+Shift+RIGHT ARROW	To the end of a word
CTRL+Shift+LEFT ARROW	To the beginning of a word
Shift+END	To the end of a line
Select Text and Graphics	
Shift+HOME	To the beginning of a line
Shift+DOWN ARROW	One line down
Shift+UP ARROW	One line up
CTRL+Shift+DOWN ARROW	To the end of a paragraph
CTRL+Shift+UP ARROW	To the beginning of a paragraph
Shift+PAGE DOWN	One screen down
Shift+PAGE UP	One screen up
ALT CTRL PAGE DOWN	To the end of a window in Microsoft Word
CTRL+Shift+HOME	To the beginning of a document
CTRL+A	To include the entire document
CTRL+Shift+F8, and then use the arrow keys; press ESC to cancel selection mode	To a vertical block of text
F8 arrow keys; press ESC to cancel selection mode	To a specific location in a document in Microsoft Word
Select Text and Graphics in a Table:	
TAB	Select the next cell's contents
Shift+TAB	Select the preceding cell's contents
Hold down Shift and press an arrow key repeatedly	Extend a selection to adjacent cells
Click in the column's top or bottom cell. Hold down Shift and press the UP ARROW or DOWN ARROW key r	Select a column in Microsoft Word
CTRL+Shift+F8, and then use the arrow keys; press ESC to cancel selection mode	Extend a selection (or block)
Shift+F8	Reduce the selection size
ALT+5 on the numeric keypad (with NUM LOCK off)	Select an entire table
Extend a Selection:	
F8	Turn extend mode on
F8, and then press LEFT ARROW or RIGHT ARROW	Select the nearest character
F8 (press once to select a word, twice to select a sentence, and so forth)	Increase the size of a selection in Microsoft Word

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Shift+F8	Reduce the size of a selection
ESC	Turn extend mode off
Move the Insertion Point:	
LEFT ARROW	One character to the left
RIGHT ARROW	One character to the right
CTRL LEFT ARROW	One word to the left in Microsoft Word
CTRL+RIGHT ARROW	One word to the right
CTRL+UP ARROW	One paragraph up
CTRL+DOWN ARROW	One paragraph down
Shift+TAB	One cell to the left (in a table)
TAB	One cell to the right (in a table)
UP ARROW	Up one line
DOWN ARROW	Down one line
END	To the end of a line
HOME	To the beginning of a line in Microsoft Word
ALT+CTRL+PAGE UP	To the top of the window
ALT+CTRL+PAGE DOWN	To the end of the window
PAGE UP	Up one screen (scrolling)
PAGE DOWN	Down one screen (scrolling)
CTRL PAGE DOWN	To the top of the next page in Microsoft Word
CTRL+PAGE UP	To the top of the previous page
CTRL+END	To the end of a document
CTRL+HOME	To the beginning of a document
Shift+F5	To a previous revision
Shift F5	To the location of the insertion point when the document was last closed in Microsoft Word
Move Around in a Table:	
TAB	Next cell in a row
Shift+TAB	Previous cell in a row
ALT+HOME	First cell in a row
ALT+END	Last cell in a row
ALT PAGE UP	First cell in a column in Microsoft Word
ALT+PAGE DOWN	Last cell in a column
UP ARROW	Previous row
DOWN ARROW	Next row
Insert Paragraphs and Tab Characters in a Table:	
ENTER	New paragraphs in a cell
CTRL+TAB	Tab characters in a cell
Keys for Reviewing Documents	
ALT+CTRL+M	Insert a comment
CTRL+Shift+E	Turn revision marks on or off
CTRL HOME	Go to the beginning of a comment in Microsoft Word
CTRL END	Go to the end of a comment in Microsoft Word
Keys for Performing a Mail Merge	
ALT+Shift+K	Preview a mail merge
ALT Shift N	Merge a document in Microsoft Word
ALT+Shift+M	Print the merged document
ALT+Shift+E	Edit a mail-merge data document
ALT+Shift+F	Insert a merge field

Microsoft Word 97 Keyboard Shortcuts

Keys for Printing and Previewing Documents

CTRL+P	Print a document
ALT CTRL I	Switch to Print Preview in Microsoft Word
Arrow keys	Move around the preview page when zoomed in
PAGE UP or PAGE DOWN	Move by one preview page when zoomed out
CTRL+HOME	Move to the first preview page when zoomed out
CTRL END	Move to the last preview page when zoomed out in Microsoft Word

Keys for Working with Fields

ALT+Shift+D	A DATE field
ALT+CTRL+L	A LISTNUM field
ALT+Shift+P	A PAGE field
ALT+Shift+T	A TIME field
CTRL+F9	An empty field
CTRL+Shift+F7	Update linked information in a Word source document
F9	Update selected fields in Microsoft Word
CTRL+Shift+F9	Unlink a field

Keys for Working with a Document Outline

ALT+Shift+LEFT ARROW	Promote a paragraph
ALT+Shift+RIGHT ARROW	Demote a paragraph
CTRL+Shift+N	Demote to body text
ALT Shift UP ARROW	Move selected paragraphs up in Microsoft Word
ALT+Shift+DOWN ARROW	Move selected paragraphs down
ALT+Shift+PLUS SIGN	Expand text under a heading
ALT+Shift+MINUS SIGN	Collapse text under a heading
ALT+Shift+A or the asterisk (*) key on the numeric keypad	Expand or collapse all text or headings
The slash (/) key on the numeric keypad	Hide or display character formatting in Microsoft Word
ALT+Shift+L	Show the first line of body text or all body text
ALT+Shift+1	Show all headings with the Heading 1 style
ALT+Shift+n	Show all headings up to Heading n

Keys for Menus

Shift+F10	Show the shortcut menu
F10	Make the menu bar active in Microsoft Word
ALT+SPACEBAR	Show the program icon menu (on the program title bar)
DOWN ARROW or UP ARROW (with the menu or submenu displayed)	Select the next or previous command on the menu or submenu
LEFT ARROW or RIGHT ARROW	Select the menu to the left or right; or, with a submenu visible, switch between the main menu and the submenu
HOME or END	Select the first or last command on the menu or submenu
ALT	Close the visible menu and submenu at the same time in Microsoft Word
ESC	Close the visible menu; or, with a submenu visible, close the submenu only
CTRL+ALT+Hyphen (-)	Remove Items from menu (MRU, Commands, etc.) Pointer turns to minus sign when keys are pressed, then open menu and click item to be removed.

Keys for Toolbars

F10	Make the menu bar active in Microsoft Word
CTRL+TAB or CTRL+Shift+TAB	Select the next or previous toolbar
TAB or Shift+TAB (when a toolbar is active)	Select the next or previous button or menu on the toolbar
ENTER (when a menu on a toolbar is selected)	Open the menu

Microsoft Word 97 Keyboard Shortcuts

ENTER (when a button is selected)	Perform the action assigned to a button in Microsoft Word
ENTER (when the text box is selected)	Enter text in a text box
Keys for Windows and Dialog Boxes	
ALT+TAB	Switch to the next program
ALT+Shift+TAB	Switch to the previous program
CTRL+ESC	Show the Windows Start menu
CTRL W	Close the active document window in Microsoft Word
CTRL+F5	Restore the active document window
CTRL+F6	Switch to the next document window
CTRL+Shift+F6	Switch to the previous document window
CTRL+F7	Carry out the Move command (document icon menu, menu bar)
CTRL+F8	Carry out the Size command (document icon menu, menu bar)
CTRL F10	Maximize the document window in Microsoft Word
ALT+0 to select the folder list; arrow keys to select a folder	Select a folder in the Open or Save As dialog box (File menu)
ALT+ number (1 is the left most button, 2 is the next, and so on)	Choose a toolbar button in the Open or Save As dialog box (File menu)
F5	Update the files visible in the Open or Save As dialog box (File menu)
CTRL+TAB or CTRL+PAGE DOWN	Switch to the next tab in a dialog box
CTRL+Shift+TAB or CTRL+PAGE UP	Switch to the previous tab in a dialog box
TAB	Move to the next option or option group
Shift TAB	Move to the previous option or option group in Microsoft Word
Arrow keys	Move between options in the selected drop-down list box or between some options in a group of options
SPACEBAR	Perform the action assigned to the selected button; select or clear the check box
Letter key for the first letter in the option name you want (when a drop-down list box is selected)	Move to the option by the first letter in the option name in a drop-down list box
ALT+ letter key	Select the option or select or clear the check box by the letter underlined in the option name
ALT+DOWN ARROW (when a drop-down list box is selected)	Open a drop-down list box
ESC (when a drop-down list box is selected)	Close a drop-down list box
ENTER	Perform the action assigned to the default button in the dialog box
ESC	Cancel the command and close the dialog box in Microsoft Word
HOME	Move to the beginning of the entry
END	Move to the end of the entry
LEFT ARROW or RIGHT ARROW	Move one character to the left or right
CTRL+LEFT ARROW or CTRL+RIGHT ARROW	Move one word to the left or right
Shift+HOME	Select from the insertion point to the beginning of the entry
Shift+END	Select from the insertion point to the end of the entry
Shift LEFT ARROW	Select or deselect one character to the left in Microsoft Word
Shift+RIGHT ARROW	Select or deselect one character to the right
CTRL+Shift+LEFT ARROW	Select or deselect one word to the left
CTRL+Shift+RIGHT ARROW	Select or deselect one word to the right
Keys for Working with Web Pages	
CTRL K	Insert a hyperlink in Microsoft Word
ALT+LEFT ARROW	Go back one page
ALT+RIGHT ARROW	Go forward one page

Microsoft Word 97 Keyboard Shortcuts

F9	Refresh
Keys for Working with Cross-References, Footnotes, and Endnotes	
ALT+Shift+O	Mark a table of contents entry
ALT+Shift+I	Mark a table of authorities entry
ALT+Shift+X	Mark an index entry
ALT CTRL F	Insert a footnote in Microsoft Word
ALT+CTRL+E	Insert an endnote
Keys for Using the Office Assistant	
ALT+F6	Make the Office Assistant balloon active
ALT+number (1 is the first topic, 2 is the second, and so on)	Select a Help topic from the topics the Office Assistant displays
ALT+ number (1 is the first topic, 2 is the second, and so on)	Select a Help topic from the topics the Office Assistant shows
ALT DOWN ARROW	See more Help topics in Microsoft Word
ALT+UP ARROW	See previous Help topics
ESC	Close an Office Assistant message
F1	Get Help from the Office Assistant
ALT+N	Display the next tip
ALT+B	Display the previous tip
ESC	Close tips
TAB to select the Office Assistant button; SPACEBAR to show the Assistant or turn off Help with the	Show or hide the Office Assistant in a wizard in Microsoft Word
Keys for Working with Documents	
CTRL N	Create a new document in Microsoft Word
CTRL+O	Open a document
CTRL+W	Close a document
ALT+CTRL+S	Split a document
CTRL S	Save a document in Microsoft Word
ALT+F4	Quit Word
CTRL+F	Find text, formatting, and special items
ALT+CTRL+Y	Repeat find
CTRL+H	Replace text, specific formatting, and special items
CTRL+G	Go to a page, bookmark, footnote, table, comment, graphic, or other location
ALT+CTRL+Z	Go back to a page, bookmark, footnote, table, comment, graphic, or other location
ALT CTRL HOME	Browse a document in Microsoft Word
ESC	Cancel an action
CTRL+Z	Undo an action
CTRL+Y	Redo or repeat an action
ALT+CTRL+P	Switch to page layout view

Visit <http://www.shortcutmania.com/> for more printable keyboard shortcuts