

WORD KEYBOARD SHORTCUTS

Periodic Table

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General		Data Entry		Formatting		Table		Navigation						Other		Document	
F1 Open Help	F1 Collapse Ribbon	A Select All	C Copy	C Copyright	ENTER Paragraph Break	E Align Center	B Bold									N New Document	G Word Count Dialog Box
F12 Save As	X Cut	T Trade Mark	ENTER Line Break	R Align Right	I Italics	↓ Move to Next Row	Tab Move to Next Cell	HOME Top of Document	HOME Start of Line	HOME Select Till Line Start	→ Move One Word to Right	→ Select a Character on Right	→ Select a Word on Right	Esc Cancel Command	O Open Document	F6 Toggle Documents	
F7 Spell Check	V Paste	R Registered Trade Mark	ENTER Page Break	L Align Left	U Underline	↑ Move to Previous Row	Tab Move to Previous Cell	HOME Select Till Doc Start	END End of Document	END End of Line	← Move One Word to Left	← Select a Character on Left	← Select a Word on Left	F9 Reveal Field Codes	W, F Read Mode	P Print Layout	
F7 Thesaurus	V Keep Text Only	F Insert Footnote	ENTER Column Break (Break Table)	D Font dialog Box	L Insert Bullet List	HOME First Cell In Row	Pg Up First Cell In Column	END Select Till Line End	END Select Till Doc End	Q Select Search Box	↓ Next Paragraph	↓ Select Line of Text to right	↓ Select Next Paragraph	M Add Comment	O Outline View	N Draft View	
Z Undo	F Find	D Insert Endnote	I Citation Mark	Tab Indent Bullet	Tab Undo Bullet Indent	END Last Cell In Row	Pg Dn Last Cell In Column	Pg Up Move One Screen Up	Pg Up Select To Screen Top	Pg Up Top of Previous Page	↑ Previous Paragraph	↑ Select Line of Text to Left	↑ Select Previous Paragraph	E Toggle Track Changes	W Close Document	P Print	
Y Redo	H Replace	K Insert Hyperlink	; Insert Emoji	↕ Reorder Bullets	F3 Toggle Text Case	↑ Move the Row Up	↓ Move the Row Down	Pg Dn Move One Screen Down	Pg Dn Select To Screen Bottom	Pg Dn Top of Next Page	+ Zoom In	- Zoom Out	G Go To Special	F10 Selection Pane	F4 Close Word	S Save	