

## Shortcuts in Microsoft Word

The F Keys	
Get Help or visit Microsoft Office Online.	F1
Move text or graphics.	F2
Insert an entry (after Microsoft Word displays the entry).	F3
Repeat the last action.	F4
Choose the <b>Go To</b> command ( <b>Edit</b> menu).	F5
Go to the next pane or frame.	F6
Choose the <b>Spelling</b> command ( <b>Tools</b> menu).	F7
Extend a selection.	F8
Update selected fields.	F9
Activate the menu bar.	F10
Go to the next field.	F11
Choose the <b>Save As</b> command ( <b>File</b> menu).	F12
SHIFT + F KEYS	
Start context-sensitive Help or reveal formatting.	SHIFT+F1
Copy text.	SHIFT+F2
Change the case of letters.	SHIFT+F3
Repeat a <b>Find</b> or <b>Go To</b> action.	SHIFT+F4
Move to the last change.	SHIFT+F5
Go to the previous pane or frame.	SHIFT+F6
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### SHIFT + F KEYS

Choose the <b>Thesaurus</b> command ( <b>Tools</b> menu, <b>Language</b> submenu).	SHIFT+F7
Shrink a selection.	SHIFT+F8
Switch between a field code and its result.	SHIFT+F9
Display a shortcut menu.	SHIFT+F10
Go to the previous field.	SHIFT+F11
Choose the <b>Save</b> command ( <b>File</b> menu).	SHIFT+F12

### CTRL + F KEYS

Choose the <b>Print Preview</b> command ( <b>File</b> menu).	CTRL+F2
Cut to the Spike (Spike: A special AutoText entry that stores multiple deletions. Microsoft Word appends one item to another until you paste the contents as a group in a new location in your document. You can also use the Microsoft Office Clipboard to get the same result.).	CTRL+F3
Close the window.	CTRL+F4
Restore the document window size (for example, after maximizing it).	CTRL+F5
Go to the next window.	CTRL+F6
Choose the <b>Move</b> command (title bar shortcut menu).	CTRL+F7
Choose the <b>Size</b> command (title bar shortcut menu).	CTRL+F8
Insert an empty field.	CTRL+F9
Maximize the document window.	CTRL+F10
Lock a field.	CTRL+F11
Choose the <b>Open</b> command ( <b>File</b> menu).	CTRL+F12

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## ALT + F KEYS

Go to the next field.	ALT+F1
Create an AutoText entry (AutoText is a storage location for text or graphics you want to use again, such as a standard contract clause or a long distribution list. Each selection of text or graphics is recorded as an AutoText entry and is assigned a unique name.)	ALT+F3
Quit Microsoft Word.	ALT+F4
Restore the program window size.	ALT+F5
Move from an open dialog box back to the document for dialog boxes such as <b>Find and Replace</b> that support this behavior.	ALT+F6
Find the next misspelling or grammatical error. The <b>Check spelling as you type</b> check box must be selected ( <b>Tools</b> menu, <b>Options</b> dialog box, <b>Spelling &amp; Grammar</b> tab).	ALT+F7
Run a macro.	ALT+F8
Switch between all field codes and their results.	ALT+F9
Maximize the program window.	ALT+F10
Display Microsoft Visual Basic code.	ALT+F11

## CTRL + SHIFT + F KEYS

Insert the contents of the Spike (A special AutoText entry that stores multiple deletions. Word appends one item to another until you paste the contents as a group in a new location in your document. You can also use the Microsoft Office Clipboard to get the same result.)	CTRL+SHIFT+F3
Edit a bookmark.	CTRL+SHIFT+F5
Go to the previous window.	CTRL+SHIFT+F6
Update linked information in a Microsoft Word source document.	CTRL+SHIFT+F7
Extend a selection or block (then press an arrow key).	CTRL+SHIFT+F8
Unlink a field.	CTRL+SHIFT+F9
Unlock a field.	CTRL+SHIFT+F11
Choose the <b>Print</b> command ( <b>File</b> menu).	CTRL+SHIFT+F12

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<b>CTRL+ALT+F KEYS</b>	
Display Microsoft System Information.	CTRL+ALT+F1
<b>Open</b> command ( <b>File</b> menu).	CTRL+ALT+F2
<b>ALT + SHIFT + F KEYS</b>	
Go to the previous field.	ALT+SHIFT+F1
Run GOTOBUTTON or MACROBUTTON from the field that displays the field results.	ALT+SHIFT+F9
Display the menu or message for a smart tag. If more than one smart tag is present, switch to the next smart tag and display its menu or message.	ALT+SHIFT+F10
Start the Microsoft Script Editor.	ALT+SHIFT+F11

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