

Keyboard shortcuts for editors using Microsoft Word 2016 for Windows

This article shows selected keyboard shortcuts for Microsoft Word 2016 for Windows. Included are only those that are most helpful for editors.

This document has been adapted from Microsoft's comprehensive guide, available at <https://support.office.com/en-gb/article/Keyboard-shortcuts-for-Microsoft-Word-on-Windows-95ef89dd-7142-4b50-afb2-f762f663ceb2>

Notes:

- If a shortcut requires two or more keys at the same time, the keys are separated by a plus sign (+). If you have to press one key immediately after another, the keys are separated by a comma (,).

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Basic actions

Check spelling and review changes

To do this	Press
Insert a comment (in the Revision task pane).	Alt+R, C [or Alt, I, M]
Turn change tracking on or off.	Ctrl+Shift+E
Close the Reviewing Pane if it is open.	Alt+Shift+C
Select Review tab on ribbon.	Alt+R, then Down Arrow to move to commands on this tab.
Select Spelling & Grammar	Alt+R, S

Find, replace, and go to specific items

To do this	Press
Open the search box in the Navigation task pane.	Ctrl+F
Replace text, specific formatting, and special items.	Ctrl+H
Go to a page, bookmark, footnote, table, comment, graphic, or other location.	Ctrl+G
Switch between the last four places that you have edited.	Alt+Ctrl+Z

Move around in a document using the keyboard

To move	Press
One word to the left	Ctrl+Left Arrow
One word to the right	Ctrl+Right Arrow
One paragraph up	Ctrl+Up Arrow
One paragraph down	Ctrl+Down Arrow
One cell to the left (in a table)	Shift+Tab
One cell to the right (in a table)	Tab
Up one line	Up Arrow
Down one line	Down Arrow
To the end of a line	End
To the beginning of a line	Home
To the top of the window	Alt+Ctrl+Page Up
To the end of the window	Alt+Ctrl+Page Down
Up one screen (scrolling)	Page Up
Down one screen (scrolling)	Page Down
To the top of the next page	Ctrl+Page Down
To the top of the previous page	Ctrl+Page Up
To the end of a document	Ctrl+End
To the beginning of a document	Ctrl+Home
To a previous revision	Shift+F5
After opening a document, to the location you were working in when the document was last closed	Shift+F5

Editing and moving text and graphics

Select text and graphics

- Select text by holding down Shift and using the arrow keys to move the cursor

Extend a selection

To do this	Press
Turn extend mode on.	F8
Select the nearest character.	F8, and then press Left Arrow or Right Arrow
Increase the size of a selection.	F8 (press once to select a word, twice to select a sentence, and so on)
Reduce the size of a selection.	Shift+F8
Turn extend mode off.	Esc
Extend a selection one character to the right.	Shift+Right Arrow
Extend a selection one character to the left.	Shift+Left Arrow
Extend a selection to the end of a word.	Ctrl+Shift+Right Arrow
Extend a selection to the beginning of a word.	Ctrl+Shift+Left Arrow
Extend a selection to the end of a line.	Shift+End
Extend a selection to the beginning of a line.	Shift+Home
Extend a selection one line down.	Shift+Down Arrow
Extend a selection one line up.	Shift+Up Arrow
Extend a selection to the end of a paragraph.	Ctrl+Shift+Down Arrow
Extend a selection to the beginning of a paragraph.	Ctrl+Shift+Up Arrow
Extend a selection one screen down.	Shift+Page Down
Extend a selection one screen up.	Shift+Page Up
Extend a selection to the beginning of a document.	Ctrl+Shift+Home
Extend a selection to the end of a document.	Ctrl+Shift+End
Extend a selection to the end of a window.	Alt+Ctrl+Shift+Page Down
Extend a selection to include the entire document.	Ctrl+A
Select a vertical block of text.	Ctrl+Shift+F8, and then use the arrow keys; press Esc to cancel selection mode
Extend a selection to a specific location in a document.	F8+arrow keys; press Esc to cancel selection mode

Editing and navigating tables

Select text and graphics in a table

To do this	Press
Extend a selection to adjacent cells.	Hold down Shift and press an arrow key repeatedly
Select a column.	Use the arrow keys to move to the column's top or bottom cell, and then do one of the following:
Press Shift+Alt+Page Down to select the column from top to bottom.	Press Shift+Alt+Page Up to select the column from bottom to top.
Select an entire row	Use arrow keys to move to end of the row, either the first cell (leftmost) in the row or to the last cell (rightmost) in the row.
From the first cell in the row, press Shift+Alt+End to select the row from left to right.	From the last cell in the row, press Shift+Alt+Home to select the row from right to left.
Extend a selection (or block).	Ctrl+Shift+F8, and then use the arrow keys; press Esc to cancel selection mode
Select an entire table.	Alt+5 on the numeric keypad (with Num Lock off)

Move around in a table

To move	Press
To the next cell in a row	Tab
To the previous cell in a row	Shift+Tab
To the first cell in a row	Alt+Home
To the last cell in a row	Alt+End
To the first cell in a column	Alt+Page Up
To the last cell in a column	Alt+Page Down
To the previous row	Up Arrow
To the next row	Down Arrow
Row up	Alt+Shift+Up Arrow
Row down	Alt+Shift+Down Arrow

Formatting characters and paragraphs

Format characters

To do this	Press
Open the Font dialog box to change the formatting of characters.	Ctrl+D
Change the case of letters.	Shift+F3
Format all letters as capitals.	Ctrl+Shift+A
Apply bold formatting.	Ctrl+B
Apply an underline.	Ctrl+U
Underline words but not spaces.	Ctrl+Shift+W
Double-underline text.	Ctrl+Shift+D
Apply hidden text formatting.	Ctrl+Shift+H
Apply italic formatting.	Ctrl+I
Format letters as small capitals.	Ctrl+Shift+K
Apply subscript formatting (automatic spacing).	Ctrl+Equal Sign
Apply superscript formatting (automatic spacing).	Ctrl+Shift+Plus Sign
Remove manual character formatting.	Ctrl+Spacebar
Change the selection to the Symbol font.	Ctrl+Shift+Q

Change or re-size the font

To do this	Press
Open the Font dialog box to change the font.	Ctrl+Shift+F
Increase the font size.	Ctrl+Shift+>
Decrease the font size.	Ctrl+Shift+<
Increase the font size by 1 point.	Ctrl+]
Decrease the font size by 1 point.	Ctrl+[

Copy formatting – allows you to preserve tracked changes when you copy and paste

To do this	Press
Copy formatting from text	Ctrl+Shift+C
Apply copied formatting to text.	Ctrl+Shift+V

Change paragraph indents

To do this	Press
Indent a paragraph from the left.	Ctrl+M
Remove a paragraph indent from the left.	Ctrl+Shift+M
Create a hanging indent.	Ctrl+T
Reduce a hanging indent.	Ctrl+Shift+T

Copy and review text formats

To do this	Press
Display nonprinting characters – equivalent to the pilcrow button in the ribbon	Ctrl+Shift+* (asterisk on numeric keypad does not work)
Review text formatting.	Shift+F1 (then click the text with the formatting you want to review)

Set line spacing

To do this	Press
Single-space lines.	Ctrl+1

Double-space lines.	Ctrl+2
Set 1.5-line spacing.	Ctrl+5
Add or remove one line space preceding a paragraph.	Ctrl+0 (zero)

Apply Styles to paragraphs

To do this	Press
Open Apply Styles task pane.	Ctrl+Shift+S
Open Styles task pane.	Alt+Ctrl+Shift+S
Start AutoFormat.	Alt+Ctrl+K
Apply the Normal style.	Ctrl+Shift+N
Apply the Heading 1 style.	Alt+Ctrl+1
Apply the Heading 2 style.	Alt+Ctrl+2
Apply the Heading 3 style.	Alt+Ctrl+3

Insert special characters

To insert this	Press
A field	Ctrl+F9
A line break	Shift+Enter
A page break	Ctrl+Enter
A column break	Ctrl+Shift+Enter
An em dash	Alt+Ctrl+Minus Sign (on the numeric keypad)
An en dash	Ctrl+Minus Sign (on the numeric keypad)
An optional hyphen	Ctrl+Hyphen
A nonbreaking hyphen	Ctrl+Shift+Hyphen
A nonbreaking space	Ctrl+Shift+Spacebar
The copyright symbol ©	Alt+Ctrl+C
The registered trademark symbol ®	Alt+Ctrl+R
The trademark symbol ™	Alt+Ctrl+T
An ellipsis ...	Alt+Ctrl+Period
An AutoText entry	Enter (after you type the first few characters of the AutoText entry name and when the ScreenTip appears)

Function key reference

Function keys

To do this	Press
Get Help or visit Office.com.	F1
Move text or graphics.	F2
Repeat the last action.	F4
Choose the Go To command (Home tab).	F5
Go to the next pane or frame.	F6
Choose the Spelling command (Review tab).	F7
Extend a selection.	F8
Update the selected fields.	F9
Show KeyTips.	F10
Go to the next field.	F11
Choose the Save As command.	F12

Shift+Function keys

To do this	Press
Start context-sensitive Help or reveal formatting.	Shift+F1
Copy text.	Shift+F2
Change the case of letters.	Shift+F3
Repeat a Find or Go To action.	Shift+F4
Move to the last change.	Shift+F5
Go to the previous pane or frame (after pressing F6).	Shift+F6
Choose the Thesaurus command (Review tab, Proofing group).	Shift+F7
Reduce the size of 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 Save command.	Shift+F12

Ctrl+Function keys

To do this	Press
Expand or collapse the ribbon.	Ctrl+F1
Choose the Print Preview command.	Ctrl+F2
Cut to the Spike.	Ctrl+F3
Close the window.	Ctrl+F4
Go to the next window.	Ctrl+F6
Insert an empty field.	Ctrl+F9
Maximize the document window.	Ctrl+F10
Lock a field.	Ctrl+F11
Choose the Open command.	Ctrl+F12

Ctrl+Shift+Function keys

To do this	Press
Insert the contents of the Spike.	Ctrl+Shift+F3
Edit a bookmark.	Ctrl+Shift+F5
Go to the previous window.	Ctrl+Shift+F6

Update linked information in a Word source document.	Ctrl+Shift+F7
Extend a selection or block.	Ctrl+Shift+F8, and then press an arrow key
Unlink a field.	Ctrl+Shift+F9
Unlock a field.	Ctrl+Shift+F11
Choose the Print command.	Ctrl+Shift+F12

Alt+Function keys

To do this	Press
Go to the next field.	Alt+F1
Create a new Building Block.	Alt+F3
Exit Word.	Alt+F4
Restore the program window size.	Alt+F5
Move from an open dialog box back to the document, for dialog boxes that support this behavior.	Alt+F6
Find the next misspelling or grammatical error.	Alt+F7
Run a macro.	Alt+F8
Switch between all field codes and their results.	Alt+F9
Display the Selection task pane.	Alt+F10
Display Microsoft Visual Basic code.	Alt+F11

Ctrl+Alt+Function keys

To do this	Press
Display Microsoft System Information.	Ctrl+Alt+F1
Choose the Open command.	Ctrl+Alt+F2