Word Command	Description	Version	Menu	Shortcut
AllCaps	Makes the selection all capitals (toggle)			Ctrl + Shift + A
ApplyHeading1	Applies Heading 1 style to the selected text			Alt + Ctrl + 1
ApplyHeading2	Applies Heading 2 style to the selected text			Alt + Ctrl + 2
ApplyHeading3	Applies Heading 3 style to the selected text			Alt + Ctrl + 3
ApplyListBullet	Applies List Bullet style to the selected text			Ctrl + Shift + L
AppMaximize	Enlarges the application window to full size			Alt + F10
AppRestore	Restores the application window to normal size			Alt + F5
Bold	Makes the selection bold (toggle)		Formatting toolbar	Ctrl+B
BrowseNext	Jump to the next browse object		Double-down-arrow below vertical scrollbar	Ctrl + PgDn
BrowsePrev	Jump to the previous browse object		Double-up-arrow below vertical scrollbar	Ctrl + PgUp
BrowseSel	Select the next/prev browse object			Alt + Ctrl + Home
Cancel	Terminates an action			Esc
CenterPara	Centers the paragraph between the indents		Formatting toolbar	Ctrl+E
ChangeCase	Changes the case of the letters in the selection			Shift+F3
CharLeft	Moves the insertion point to the left one character			Left arrow
CharLeftExtend	Extends the selection to the left one character			Shift + Left arrow
CharRight	Moves the insertion point to the right one character			Rt arrow
CharRightExtend	Extends the selection to the right one character			Shift + Rt arrow
ClosePane	Closes the active window pane (if you are in Normal View and have, for example, the Footnote pane open)		Close button on the relevant panes	Alt + Shift + C
ColumnSelect	Selects a columnar block of text			Alt+Drag (or press Ctrl + Shift + F8 and drag, but Alt + Drag is far easier!)
CopyFormat	Copies the formatting of the selection			Ctrl +Shift+C
CopyText	Makes a copy of the selection without using the clipboard (press Return to paste)			Shift + F2
CreateAutoText	Adds an AutoText entry to the active template			Alt + F3

Word Command	Description	Version	Menu	Shortcut
DeleteBackWord	Deletes the previous word without putting it on the Clipboard			Ctrl+ Backspace
DeleteWord	Deletes the next word without putting it on the Clipboard			Ctrl + Del
DocClose	Prompts to save the document and then closes the active window. (But doesn't intercept the menu command)			Ctrl+W, Ctrl+F4
DocMaximize	Enlarges the active window to full size			Ctrl + F10
DocMove	Changes the position of the active window			Ctrl + F7
DocRestore	Restores the window to normal size			Ctrl + F5
DocSize	Changes the size of the active window			Ctrl + F8
DocSplit	Splits the active window horizontally and then adjusts the split		Window menu	Alt + Ctrl + S
DoFieldClick	Executes the action associated with macrobutton fields			Alt + Shift + F9
DoubleUnderline	Double underlines the selection (toggle)		Word 2000 Extended Formatting toolbar	Ctrl + Shift + D
DrawGroup	Groups the selected drawing objects		Draw menu	Alt R, G
DrawNudgeDown	Moves the selected drawing objects down			Down arrow
DrawNudgeLeft	Moves the selected drawing objects to the left			Left arrow
DrawNudgeRight	Moves the selected drawing objects to the right			Right arrow
DrawNudgeUp	Moves the selected drawing objects up			Up arrow
DrawSnapToGrid	Sets up a grid for aligning drawing objects		Draw menu	Alt R, I
DrawUngroup	Ungroups the selected group of drawing objects		Draw menu	Alt R, U
EditBookmark	Brings up the bookmark dialog		Insert menu	Ctrl+Shift+F5 (Or: Alt I, K)
EditClear	Performs a forward delete or removes the selection without putting it on the Clipboard		Edit menu	Del
EditCopy	Copies the selection and puts it on the Clipboard		Edit menu & Standard toolbar	Ctrl+C
EditCut	Cuts the selection and puts it on the Clipboard		Edit menu & Standard toolbar	Ctrl+X
EditFind	Finds the specified text or the specified formatting		Edit menu	Ctrl+F
EditGoTo	Jumps to a specified place in the active document		Edit menu	F5, Ctrl+G
EditLinks	Allows links to be viewed, updated, opened, or removed		Edit menu	Alt E, K
EditPaste	Inserts the Clipboard contents at the insertion point		Edit menu & Standard toolbar	Ctrl+V

Word Command	Description	Version	Menu	Shortcut
EditPasteSpecial	Inserts the Clipboard contents as a linked object, embedded object, or other format		Edit menu	Alt E, S
EditRedo	Redoes the last action that was undone		Standard toolbar	Alt + Shift + Backspc
EditRedoOrRepeat	Repeats the last command, or redoes the last action that was undone (unfortunately, doesn't work for as many commands in Word 2000 as in Word 97 and below, but this is still one of Word's most useful shortcuts, if not **the** most useful)		Edit menu	F4
EditReplace	Finds the specified text or the specified formatting and replaces it		Edit menu	Ctrl+H
EditSelectAll	Selects the entire document		Edit menu	Ctrl+A
EditUndo	Reverses the last action		Edit menu & Standard toolbar	Ctrl+Z
EndOfColumn	Moves to the last cell in the current table column			Alt + PageDn (to select to end of column, use Alt + Shift + PgDn)
EndOfDocExtend	Extends the selection to the end of the last line of the document			Ctrl+Shift+End
EndOfDocument	Moves the insertion point to the end of the last line of the document			Ctrl+End
EndOfLine	Moves the insertion point to the end of the current line			End
EndOfLineExtend	Extends the selection to the end of the current line			Shift+End
EndOfRow	Moves to the last cell in the current row			Alt+End
EndOfWindow	Moves the insertion point to the end of the last visible line on the screen			Alt + Ctrl + PgDn
EndOfWindowExtend	Extends the selection to the end of the last visible line on the screen			Shift + Alt + Ctrl + PgDn
ExtendSelection	Turns on extend selection mode and then expands the selection with the direction keys		Status bar (double-click)	F8 (press Esc to turn off)
FileCloseOrExit	Closes the current document, or if no documents are open, quits Word. Horrible command, as it makes it a long winded business to quit Word. But there's a simple solution – assign Alt+F4 to FileExit instead.	**<9>**		Alt + F4 (<9>)

Word Command	Description	Version	Menu	Shortcut
FileExit	Quits Microsoft Word and prompts to save the documents (does intercept the menu item, but not the keyboard shortcut, or the x button. An AutoExit macro is usually a better way of intercepting this).		File menu	Alt + F4 (Word 97)
FileNew	Creates a new document or template (brings up the dialog). Note that: Word pretends that Ctrl+N is assigned to FileNew but it isn't, it's assigned to FileNewDefault You can fix this in Word 2000 by assigning Ctrl+N to the FileNewDialog command. In Word 97 the only way to fix it is to create a macro called FileNew (to do this, press Alt + F8, type "FileNew" without the quotes and Click "Create". The macro will automatically contain the code needed to make it work).		File menu (but not std toolbar)	**NOT** Ctrl+N!!
FileNewDefault	Creates a new document based on the Normal template.		Std toolbar	Ctrl+N
FileOpen	Opens an existing document or template		File menu & std toolbar	Ctrl+O
FilePageSetup	Changes the page setup of the selected sections		File menu	Alt F, U
FilePrint	Prints the active document (brings up the dialog)		File menu	Ctrl + P
FilePrintPreview	Displays full pages as they will be printed		File menu & std toolbar	Ctrl+F2
FileProperties	Shows the properties of the active document		File menu	Alt F, I
FileSave	FileSave		File menu, std toolbar	Ctrl+S
FileSaveAs	Saves a copy of the document in a separate file (brings up the dialog)		File menu	Alt F, A (or F12)
Font	Activates the Fonts listbox on the formatting toolbar		Formatting toolbar	Ctrl+Shift+F
FontSizeSelect	Activates the Font Size drop-down on the formatting toolbar		Formatting toolbar	Ctrl+Shift+P
FormatAutoFormat	Automatically formats a document (or sometimes, automatically screws it up)		Format menu	Alt + Ctrl + K
FormatBordersAndShading	Changes the borders and shading of the selected paragraphs, table cells, and pictures		Format menu	Alt O, B
FormatChangeCase	Changes the case of the letters in the selection		Format menu	Alt O, E
FormatColumns	Changes the column format of the selected sections (brings up the dialog)		Format menu	Alt O, C

Word Command	Description	Version	Menu	Shortcut
FormatDropCap	Formats the first character of current paragraph as a dropped capital (must select it first)		Format menu	Alt O, D
FormatFont	Brings up the Format + Font dialog		Format menu	Ctrl+D
FormatHeaderFooterLink	Links the current header/footer to the previous section (but does **not** intercept the button on the Header Footer toolbar)			Alt + Shift + R
FormatParagraph	Brings up the Format Paragraph dialog		Format menu	Alt O, P
FormatStyle	Applies, creates, or modifies styles		Format menu	Alt O, S
FormatTabs	Brings up the Format Tabs dialog		Format menu	Alt O, T
GoBack	Returns to the previous insertion point (goes back to up to 3 points, then returns to where you started; this is one of the most useful shortcuts of them all. Also useful when opening a document, if you want to g straight to where you were last editing it)			Shift + F5
GrowFont	Increases the font size of the selection			Ctrl + >
GrowFontOnePoint	Increases the font size of the selection by one point			Ctrl +]
HangingIndent	Increases the hanging indent			Ctrl + T (or drag the ruler)
Help	Microsoft Word Help		Help menu	F1
HelpTool	Lets you get help on a command or screen region or examine text properties			Shift + F1
Hidden	Makes the selection hidden text (toggle)			Ctrl + Shift + H
HyperlinkOpen	Connect to a hyperlink's address			Click on it
Indent	Moves the left indent to the next tab stop			Ctrl + M (or drag the ruler)
InsertAnnotation	Inserts a comment		Insert menu	Alt + Ctrl + M (or Alt I, M)
InsertAutoText	Replaces the name of the AutoText entry with its contents			F3
InsertBreak	Ends a page, column, or section at the insertion point		Insert menu	Alt I, B
InsertCaption	Inserts a caption above or below a selected object		Insert menu	Alt I, C
InsertColumnBreak	Inserts a column break at the insertion point			Ctrl + Shift + Return
InsertDateField	Inserts a date field			Alt + Shift + D
InsertEndnoteNow	Inserts an endnote reference at the insertion point without displaying the dialog			Alt + Ctrl + D
InsertField	Inserts a field in the active document		Insert menu	Alt I, F
InsertFieldChars	Inserts an empty field with the enclosing field characters			Ctrl+F9

Word Command	Description	Version	Menu	Shortcut
InsertFile	Inserts the text of another file into the active document		Insert menu	Alt I, L
InsertFootnote	Inserts a footnote or endnote reference at the insertion point		Insert menu	Alt I, N
InsertFootnoteNow	Inserts a footnote reference at the insertion point without displaying the dialog			Alt + Ctrl + F
InsertHyperlink	Insert Hyperlink		Insert menu	Ctrl + K
InsertIndexAndTables	Inserts an index or a table of contents, figures, or authorities into the document		Insert menu	Alt I, D
InsertListNumField	Inserts a ListNum Field			Alt + Ctrl + L
InsertMergeField	Brings up a dialog to insert a mail merge field at the insertion point. (It does **not** intercept the button on the Mail merge. toolbar)			Alt + Shift + F
InsertPageBreak	Inserts a page break at the insertion point			Ctrl + Return
InsertPageField	Inserts a page number field		HeaderFooter toolbar	Alt + Shift + P
InsertSpike	Empties the spike AutoText entry and inserts all of its contents into the document			Ctrl + Shift + F3
InsertTimeField	Inserts a time field			Alt + Shift + T
Italic	Makes the selection italic (toggle)		Formatting toolbar	Ctrl + I
JustifyPara	Aligns the paragraph at both the left and the right indent		Formatting toolbar	Ctrl + J
LeftPara	Aligns the paragraph at the left indent		Formatting toolbar	Ctrl + L
LineDown	Moves the insertion point down one line			Down arrow
LineDownExtend	Extends the selection down one line			Shift + down arrow
LineUp	Moves the insertion point up one line			Up arrow
LineUpExtend	Extends the selection up one line			Shift + up arrow
LockFields	Locks the selected fields to prevent updating			Ctrl + F11
MailMergeCheck	Checks for errors in a mail merge			Alt + Shift + K
MailMergeEditDataSource	Lets you edit a mail merge data source		Mail merge toolbar	Alt+Shift+E
MailMergeToDoc	Collects the results of the mail merge in a document		Mail merge toolbar	Alt + Shift + N
MailMergeToPrinter	Sends the results of the mail merge to the printer		Mail merge toolbar	Alt Shift + M
MarkCitation	Marks the text you want to include in the table of authorities			Alt + Shift + I
MarkIndexEntry	Marks the text you want to include in the index			Alt + Shift + X
MarkTableOfContentsEntry	Inserts a TC field (but it is far better to use Heading Styles to generate your Table of Contents instead)			Alt + Shift + O
MenuMode	Makes the menu bar active			Alt or F10

Word Command	Description	Version	Menu	Shortcut
MicrosoftScriptEditor	Starts or switches to Microsoft Development Environment application, allowing you to view the HTML/XML source code that would be behind the document if it were in .htm format (or that is behind it if it already is in .htm format).	<9>		Alt + Shift + F11
MicrosoftSystemInfo	Execute the Microsoft System Info application			Alt + Ctrl + F1
MoveText	Moves the selection to a specified location without using the clipboard (press Return to execute the more)			F2
NextCell	Moves to the next table cell			Tab
NextField	Moves to the next field			F11
NextMisspelling	Find next spelling error			Alt + F7
NextObject	Moves to the next object on the page			Alt + down arrow
NextWindow	Switches to the next document window, equivalent to selecting a document from the Window menu.			Ctrl + F6
NormalStyle	Applies the Normal style			Ctrl+Shift+N
OpenOrCloseUpPara	Sets or removes extra spacing above the selected paragraph			Ctrl + 0
OtherPane	Switches to another window pane in Normal View (for instance, if you have if you have a Footnotes pane open in Normal view and want to switch to the main document and back without closing the pane).			F6
OutlineCollapse	Collapses an Outline in Outline View by one level		Outlining toolbar	Alt + _
OutlineDemote	Demotes the selected paragraphs one heading level		Outlining toolbar	Alt+Shift+rt arrow
OutlineExpand	Expands an Outline in Outline View by one level		Outlining toolbar	Alt + +
OutlineMoveDown	Moves the selection below the next item in the outline		Outlining toolbar	Alt+Shift+down arrow
OutlineMoveUp	Moves the selection above the previous item in the outline		Outlining toolbar	Alt+Shift+up arrow
OutlinePromote	Promotes the selected paragraphs one heading level		Outlining toolbar	Alt+Shift+left arrow
OutlineShowFirstLine	Toggles between showing the first line of each paragraph only or showing all of the body text in the outline		Outlining toolbar	Alt + Shift + L
Overtype	Toggles the typing mode between replacing and inserting			Ins
PageDown	Moves the insertion point and document display to the next screen of text			PgDn
PageDownExtend	Extends the selection and changes the document display to the next screen of text			Shift+ PgDn
PageUp	Moves the insertion point and document display to the previous screen of text			PgUp

Word Command	Description	Version	Menu	Shortcut
PageUpExtend	Extends the selection and changes the document display to the previous screen of text			Shift + PgUp
ParaDown	Moves the insertion point to the beginning of the next paragraph			Ctrl + down arrow
ParaDownExtend	Extends the selection to the beginning of the next paragraph			Shift + Ctrl + down arrow
ParaUp	Moves the insertion point to the beginning of the previous paragraph			Ctrl + up arrow
ParaUpExtend	Extends the selection to the beginning of the previous paragraph			Shift + Ctrl + up arrow
PasteFormat	Applies the previously copied formatting to selection			Ctrl+Shift+V
PrevCell	Moves to the previous table cell			Shift + Tab
PrevField	Moves to the previous field			Shift + F11
PrevObject	Moves to the previous object on the page			Alt + up arrow
PrevWindow	Switches back to the previous document window			Ctrl + Shift + F6
RepeatFind	Repeats Go To or Find to find the next occurrence			Sfift+F4
ResetChar	Makes the selection the default character format of the applied style			Ctrl+Spacebar
ResetPara	Makes the selection the default paragraph format of the applied style			Ctrl+Q
RightPara	Aligns the paragraph at the right indent		Formatting toolbar	Ctrl +R
ShowAll	Shows/hides all nonprinting characters		Standard toolbar	Ctrl + *
ShowAllHeadings	Displays all of the heading levels and the body text in Outline View		Outlining toolbar	Alt + Shift + A
ShrinkFont	Decreases the font size of the selection			Ctrl + <
ShrinkFontOnePoint	Decreases the font size of the selection by one point			Ctrl + [
SmallCaps	Makes the selection small capitals (toggle)			Ctrl + Shift + K
SpacePara1	Sets the line spacing to single space			Ctrl + 1
SpacePara15	Sets the line spacing to one-and-one-half space			Ctrl + 5
SpacePara2	Sets the line spacing to double space			Ctrl + 2
Spike	Deletes the selection and adds it to the "Spike" AutoText entry (which allows you to move text and graphics from nonadjacent locations)			Ctrl + F3
StartOfColumn	Moves to the first cell in the current column			Alt + PgUp

Word Command	Description	Version	Menu	Shortcut
StartOfDocExtend	Extends the selection to the beginning of the first line of the document			Ctrl+Shift+Home
StartOfDocument	Moves the insertion point to the beginning of the first line of the document			Ctrl +Home
StartOfLine	Moves the insertion point to the beginning of the current line			Home
StartOfLineExtend	Extends the selection to the beginning of the current line			Shift+Home
StartOfRow	Moves to the first cell in the current row			Alt+Home
StartOfWindow	Moves the insertion point to the beginning of the first visible line on the screen			Alt+Ctrl+PgUp
StartOfWindowExtend	Extends the selection to the beginning of the first visible line on the screen			Shift+ Alt+Ctrl+PgUp
Style	Activates the Style drop-down on the Formatting toolbar			Strl + Shift + S
Subscript	Makes the selection subscript (toggle)			Ctrl + =
Superscript	Makes the selection superscript (toggle)			Ctrl + +
SymbolFont	Applies the Symbol font to the selection			Ctrl + Shift + Q
TableAutoFormat	Applies a set of formatting to a table		Table menu, Tables and Borders toolbar	Alt A, F
TableHeadings	Toggles table headings attribute on and off		Table menu	Alt A, H
TableSelectColumn	Selects the current column in a table		Table menu	Alt + click (Alt + drag to select several)
TableSelectRow	Selects the current row in a table		Table menu	Click in left margin
TableSelectTable	Selects an entire table		Table menu	Alt + double-click
TableUpdateAutoFormat	Updates the table formatting to match the applied Table Autoformat settings			Alt + Ctrl + U
ToggleFieldDisplay	Shows the field codes or the results for the selection (toggle)		Rt-click menu	Shift + F9 (Alt + F9 toggles **all** field codes on or off)
ToolsCustomize	Allows you to customizes the Word user interface (menus, keyboard and toolbars) and store the customizations in a template (defaults to Normal.dot, so be careful!)		Tools menu	Alt T, C

Word Command	Description	Version	Menu	Shortcut
ToolsCustomizeAddMenuShortcut	Allows you to copy an item from a toolbar to the main menu, or to copy a nested menu item to its main menu. However, it works with some buttons and not others, and it does not give you any control over **where** the item gets added (that's all "taken care of" for you by Microsoft). Using Tools + Customise works much better. But for the record, an example of the former is: press Alt+Ctrl+=, then click on the "Insert Microsoft Excel Worksheet" menu on the standard toolbar. You'll find that the button has now been added to the Insert menu. An example of the latter: press Alt+Ctrl+= and click on Insert + Picture + From File. The button gets inserted (without being nested) on the main Insert menu. But you can do this far more straightforwardly and with much more control if you use Tools + Customize instead.			Alt + Ctrl + = (The equals sign on the main keyboard, not the one on the numeric keypad)
ToolsCustomizeRemoveMenuShortcut	Allows you to delete a menu sub-item without having to use the Customize dialog.Does not wirh toolbar buttons (you can use Alt- + drag to remove those). Press Alt+Ctrl+Hyphen, and the mouse cursor changes to a thick black bar. Pull down a menu and click on the item you want to remove. But be extremely careful - it's easy to remove the wrong thing by mistake! The main reason it can be useful is that it's the only way to remove an individual item from the Most Recently Used Files list without resorting to a macro. But the macro-based solution for that is much easier - see: www.mvps.org/word/FAQs/Customization/OpenMostRecentlyU sed.htm for details			Alt + Ctrl + - (The hyphen on the main keyboard, not the one on the numeric keypad)
ToolsMacro	Runs, creates, deletes, or revises a macro		Tools menu (Macro + Macros)	Alt + F8
ToolsProofing	Checks the spelling and grammar in the active document		Tools menu	F7
ToolsRevisionMarksToggle	Toggles track changes for the active document			Ctr.l + Shift + E
ToolsThesaurus	Finds a synonym for the selected word		Tools menu (under Language)	Shift + F7
Underline	Formats the selection with a continuous underline (toggle)		Formatting toolbar	Ctrl+U
UnHang	Decreases the hanging indent			Ctrl + Shift + T (or drag the ruler)

Word Command	Description	Version	Menu	Shortcut
UnIndent	Moves the left indent to the previous tab stop			Ctrl + Shift + M (or drag the ruler)
UnlinkFields	Permanently replaces the field codes with the results			Ctrl+Shift+F9
UnlockFields	Unlocks the selected fields for updating			Ctrl + Shift + F11
UpdateFields	Updates and displays the results of the selected fields			F9
UpdateSource	Copies the modified text of a linked file back to its source file			Ctrl + Shiift + F7
ViewAnnotations	Show or hide the comment pane		View menu (View + Comments)	Hover over comment
ViewEndnoteArea	If in Normal View, opens a pane for viewing and editing the endnote (toggle). If in Page/Print Layout View, switches from the body text to the endnote or vice versa			Dbl-click the endnote reference
ViewFieldCodes	Shows the field codes or results for all fields (toggle)			At + F9
ViewFootnoteArea	If in Normal View, opens a pane for viewing and editing the footnote (toggle). If in Page/Print Layout View, switches from the body text to the footnote or vice versa.			Dbl-click the footnote reference
ViewFootnotes	If in Normal View, opens a pane for viewing and editing footnotes and endnotes (toggle). If in Page/Print Layout View, switches from the body text to the footnotes/endnotes or vice versa.		View menu	Alt V, F
ViewHeader	Displays header in page layout view		View menu	Alt V, H
ViewNormal	Changes the editing view to normal view		View menu	Alt V, N (or Alt + Ctrl + N)
ViewOutline	Displays a document's outline		View menu	Alt V, O (or Alt + Ctrl + O)
ViewPage	Displays the page more-or-less as it will be printed, and allows editing (In Word 2000 the menu item is called Print Layout, but fortunately the command hasn't changed.		View menu	Alt V, P (or Alt + Ctrl + P)
ViewVBCode	Shows the VB editing environment (Tools + Macro + Visual Basic Editor)		Tools menu	Alt + F11
WebGoBack	Backward hyperlink (useful if you clicked on a page number hyperlink in the table of contents and then want to return to the TOC)		Web toolbar	Alt + left arrow
WebGoForward	Forward hyperlink		Web toolbar	Alt + rt arrow
WindowArrangeAll	Arranges windows as non-overlapping tiles		Window menu	Alt W, A

Word Command	Description	Version	Menu	Shortcut
WordLeft	Moves the insertion point to the left one word			Ctrl + left arrow
WordLeftExtend	Extends the selection to the left one word			Shift + Ctrl + left arrow
WordRight	Moves the insertion point to the right one word			Ctrl + rt arrow
WordRightExtend	Extends the selection to the right one word			Shift + Ctrl + rt arrow
WordUnderline	Underlines the words but not the spaces in the selection (toggle)			Ctrl + Shift + W