

Quick Reference

Microsoft Word

KEYBOARD SHORTCUTS

FORMATTING

Action	Shortcut	Action	Shortcut
Bold the selected text	[Ctrl]B	Left-align current paragraph	[Ctrl]L
Italicize the selected text	[Ctrl]I	Right-align current paragraph	[Ctrl]R
Underline the selected text	[Ctrl]U	Center current paragraph	[Ctrl]E
Double underline the selected text	[Ctrl][Shift]D	Justify current paragraph	[Ctrl]J
Increase the size of selected text by 1 point	[Ctrl] and]	Apply Normal style to current paragraph	[Ctrl][Shift]N
Decrease the size of selected text by 1 point	[Ctrl] and [Apply Heading 1 style to current paragraph	[Ctrl][Alt]1
Make selected text all caps	[Ctrl][Shift]A	Apply Heading 2 style to current paragraph	[Ctrl][Alt]2
Make selected text small caps	[Ctrl][Shift]K	Apply List Bullet style	[Ctrl][Shift]L
Subscript selected text	[Ctrl]=	Apply or remove space above current paragraph	[Ctrl]0 (zero)
Superscript selected text	[Ctrl]+	Apply Heading 3 style to current paragraph	[Ctrl][Alt]3
Apply Symbol font to selected text	[Ctrl][Shift]Q	Remove manually applied paragraph formatting	[Ctrl]Q
Single-space current paragraph	[Ctrl]1	Open Font dialog box	[Ctrl]D
Apply one-and-a-half space to current paragraph	[Ctrl]5	Copy formatting from selected text	[Ctrl][Shift]C
Double-space current paragraph	[Ctrl]2	Paste copied formatting to selected text	[Ctrl][Shift]V

DOCUMENT BASICS

Action	Shortcut	Action	Shortcut
Open a document	[Ctrl]O	Move to the bottom of the document	[Ctrl][End]
Save a document	[Ctrl]S	Toggle between current view and Print Preview	[Ctrl][F2]
Open Save As dialog box	[F12]	Switch between panes	[F6]
Create a new document	[Ctrl]N	Display a shortcut menu for the current text or object	[Shift][F10]
Print a document	[Ctrl]P	Cycle between open documents	[Ctrl][F6]
Close a document	[Ctrl]W	Quit Word	[Alt][F4]
Move to the top of the document	[Ctrl][Home]		

WORKING WITH TABLES

Action	Shortcut	Action	Shortcut
Select a table	Press [Alt] and double-click in table (in Word 97/2K/XP) or click table move handle	Jump to previous cell	[Shift][Tab]
Select a column	Press [Alt] and click in column (in Word 97/2K/XP)	Add a row to the bottom of a table	Click in the last table cell and press [Tab]
Select a row	Move mouse pointer to left end of row; when pointer changes to a right arrow, click	Jump to first cell in a row	[Alt][Home]
Split a table	[Ctrl][Shift][Enter]	Jump to last cell in a row	[Alt][End]
Delete a selected table	[Backspace]	Jump to first cell in a column	[Alt][Page Up]
Delete the contents of a selected table	[Delete]	Jump to last cell in a column	[Alt][Page Down]
Jump to next cell	[Tab]	Insert a tab in a table cell	[Ctrl][Tab]
		Resize a column to fit its contents	Double-click on the boundary to the right of the column you're resizing

KEYBOARD SHORTCUTS *continued*

WORKING WITH TEXT

Action	Shortcut	Action	Shortcut
Cut selected text or objects to the Clipboard	[Ctrl]X	Move to the last point of editing (up to the last three locations stored)	[Shift][F5]
Copy selected text or objects to the Clipboard	[Ctrl]C	Open the Find tab of the Find And Replace dialog box	[Ctrl]F
Paste the contents of the Clipboard	[Ctrl]V	Open the Replace tab of the Find And Replace dialog box	[Ctrl]H
Repeat last action	[Ctrl]Y	Open the Go To tab of the Find And Replace dialog box	[Ctrl]G
Undo last edit	[Ctrl]Z	Toggle capitalization of selected text	[Shift][F3]
Delete one word to the right	[Ctrl][Delete]	Run AutoFormat	[Alt][Ctrl]K
Delete one word to the left	[Ctrl][Backspace]	Run a spelling check on document or selected text	[F7]
Select all document text	[Ctrl]A	Insert a hyperlink	[Ctrl]K
Select all the text from the insertion point to the top of the document	[Shift][Ctrl][Home]	Open thesaurus and display synonyms for selected word	[Shift][F7]
Select all the text from the insertion point to the bottom of the document	[Shift][Ctrl][End]	Toggle Track Changes on and off	[Ctrl][Shift]E
Select all the text from the insertion point to the beginning of the current line	[Shift][Home]	Create an AutoText entry	Select item and press [Alt][F3]
Select all the text from the insertion point to the end of the current line	[Shift][End]	Insert a comment	[Alt][Ctrl]M
Select text, one character at a time, from the insertion point to the left or right	[Shift] and left or right arrow		
Select text, one row at a time, from the insertion point up or down	[Shift] and up or down arrow		

INSERTING SPECIAL CHARACTERS

Character	Shortcut	Character	Shortcut
A line break	[Shift][Enter]	A copyright symbol	[Alt][Ctrl]C
A page break	[Ctrl][Enter]	A registered trademark symbol	[Alt][Ctrl]R
A column break	[Ctrl][Shift][Enter]	A trademark symbol	[Alt][Ctrl]T
An optional hyphen	[Ctrl] and -	An em dash	[Alt][Ctrl] and \
A nonbreaking space	[Ctrl][Shift][Spacebar]	An en dash	[Ctrl] and - on numeric keypad
A nonbreaking hyphen	[Ctrl][Shift] and -	The page number	[Alt][Shift]P
An ellipsis	[Alt][Ctrl] and a period	The current date	[Alt][Shift]D
		The current time	[Alt][Shift]T

MOUSE SHORTCUTS

Action	Shortcut
Open the Paragraph dialog box	Double-click an indent marker on the horizontal ruler
Open the Tab dialog box	Double-click on the horizontal ruler. If you don't click on an existing tab marker, Word will also set a tab where you click.
Open the Page Setup dialog box	Double-click on the dark area of the horizontal ruler or anywhere on the vertical ruler
Open the Layout tab of the Page Setup dialog box	Double-click a section break mark to access options for the section above the break
Open the Go To tab	Double-click on the left end of the status bar
Open the Customize dialog box	Double-click on any visible toolbar
Open the Format Text box	Double-click on the frame around a text box dialog box
Display the Style dialog box	Double-click within the Style area in Normal view
Split the document window into two panes (or remove the split)	Double-click the split box at the top of the vertical scrollbar
Open the Table Properties dialog box for the current table	Double-click the table move handle

TIPS AND TRICKS

CHOOSE COMMANDS WITH THE KEYBOARD

If you don't want to stop and grab the mouse when you need to choose a command, put the [Alt] key to work. Press [Alt] plus the letter that's underlined to open a menu (File, Edit, View, and so on). Once a menu is open, just press the underlined letter of the command you want to select. Here are some common examples: Print Preview: [Alt]F and then V. Save As: [Alt]F and then A. Open the second document listed on the most recently used file list: [Alt]F and then 2.

SELECT NONCONTIGUOUS TEXT

When you need to select portions of text that aren't next to each other, try this: Select the first portion of text and then hold down [Ctrl] as you select the remaining parts. Word will highlight only the text you've selected and not the text in between.

WHAT'S THIS DO?

If you're unsure about the action of a particular shortcut, you can find out in a hurry. Simply press [Shift][F1] and then press the shortcut keys. Word will display a message window with a brief explanation of the shortcut. The same trick works if you click a button or choose a command instead of typing a shortcut. And if you press [Shift][F1] and click on some text, Word will provide information on the formatting that's applied to that text. Note that in Word 2003, this shortcut works only with this final trick, opening the Reveal Formatting task pane.

INSERT TEXT ABOVE A TABLE

If a table sits at the top of a document, how can you type anything above it? Easy: Just position the insertion point marker at the beginning of the first cell in the first table row and press [Enter]. Word will insert a blank paragraph mark above the table and you can type to your heart's content.

WEIRD CHARACTERS: DON'T PANIC

Have you ever opened a document and discovered some bizarre text, like { SAVEDATE \@ "d-MMM-yy"}? Those are field codes, which produce and display information in a document (in this case, the date the document was saved). Unless you need to work with these codes, you can hide them and view their results instead; just toggle off field code display by pressing [Alt][F9].

DISPLAY NONPRINTING CHARACTERS

Word can show you characters onscreen that can be enormously helpful when you're editing a document. These are display-only characters, such as spaces, paragraph marks, and tab marks. With these characters visible, you can make sure that you don't have unwanted spaces or empty paragraphs in a document—and you won't run the risk of inadvertently deleting the ones you do need. To toggle the display of nonprinting characters, press [Ctrl][Shift]8. You can also set Word to display only certain nonprinting characters by choosing Options from the Tools menu and making selections under Formatting Marks in the View tab.

OVERRIDE AUTOMATIC CHANGES

Word can get a little pushy sometimes, making a change you don't necessarily want. For example, it might insist on capitalizing a word you want to remain lowercase or turning a Web address into a hyperlink when you don't want it to. In those situations, all you have to do is click the Undo button or press [Ctrl]Z as soon as Word makes the unwanted change. It will undo its own work and leave you with the text the way you originally entered it.

KEEPING UP WITH THE STYLES

Word's Style feature can help streamline your formatting chores, and Word's Style area lets you know at a glance which styles are applied to the paragraphs in a document. To take advantage of this feature, make sure you're in Normal view, choose Options from the Tools menu, and click the View tab. In the Style Area Width text box, enter a value that matches the desired width. Click OK, and Word will create the Style area along the left edge of the document and display the name of the style corresponding to each paragraph.

MAKING A DOCUMENT FIT

From time to time, you'll have a document that spills over onto an extra page by just a few lines. A much tidier, paper-saving alternative is to pull the extra lines back onto the previous page—and luckily, Word can do this for you. Choose Print Preview from the File menu and then click the Shrink To Fit button. Word will reduce the point size of all your text so that you don't have that straggler page.

SAVE 'EM ALL AT ONCE

When you work with several open documents, saving changes in each one can be fairly tedious. Here's a fast way to handle the task: Hold down [Shift] and pull down the File menu. Word will add the Save All command. When you select it, Word will save changes in all open documents that have been previously saved. You'll see the usual prompt to save changes for any open documents you haven't saved yet.

MAKE AN EXCEPTION

If Word often tries to "correct" a certain word you type, but the word is actually correct, you can add it to the AutoCorrect Exceptions list so Word will leave it alone in the future. Go to Tools | AutoCorrect (AutoCorrect Options, in Word XP/2003) and click Exceptions. Select Automatically Add Words To List, click OK, and then click OK again. When Word tries to correct the term the next time you type it, backspace over the change and retype the term. This will tell Word to add it to the Exceptions list, so it will stop trying to correct the word.

MIX PAGE ORIENTATION IN A DOCUMENT

When you have a table that's too wide to fit across the page, you can switch the page to landscape orientation to give it the room it needs. But if you want the rest of the document to remain in portrait orientation, you'll need to employ a little layout trick: By putting the table in its own section, you can set just that section to landscape orientation. First, position the insertion point above the table and go to Insert | Break. Choose Next Page and click OK. Then, go to the paragraph below the table and repeat the process. Now, make sure you're in the section containing the table and go to File | Page Setup. In the Margins tab, select This Section from the Apply To list (if necessary), click Landscape, and then click OK.

PUT YOUR HANDS ON RECENT DOCUMENTS

At the bottom of Word's File menu, you'll find a list of the four documents you worked on most recently. This provides a convenient way to return to ongoing projects and quickly access information you need. To get even more mileage out of this feature, you can set Word to list the last nine documents you used. Just go to Tools | Options and click the General tab. Then, enter 9 in the Recently Used File List text box and click OK.

COMMON QUESTIONS

Q. How can I prevent Word from printing headers and footers on the first page of a document?

A. Go to File | Page Setup | Layout. Then, under Headers And Footers, select the Different First Page check box. When you click OK, Word will produce a special first-page header and first-page footer. You can leave these blank or insert information you want to appear only on the first page.

Q. When I open or save a document, the Look In (or Save In) folder is always My Documents. That's not where I keep my files, so I have to switch folders. How do I make Word use the folder I want?

A. Go to Tools | Options | File Locations. The Documents option will be selected in the File Types list. Click Modify and then specify the folder you want to be your default. Click OK and then click OK again. Now when you open or save a document, Word will go to your specified folder first.

Q. Is there a way to tell Word to open a document at the place I was working on last instead of always starting me at the top?

A. There's no built-in option for this, but you can use a shortcut to jump to the last spot you worked on. When you open a document, press [Shift][F5] before doing anything else. Word will move the insertion point marker to the place where you made your final change before closing and saving the document.

Q. I get a lot of documents and reports that have two spaces between sentences, but I just want one. Is there an easy way to get rid of the extra spaces?

A. Word's Replace command can handle the job quickly. Position the insertion point at the top of the document and go to Edit | Replace. In the Find What text box, type a period and press the spacebar twice. In the Replace With text box, type a period and press the spacebar once. Just click Replace All, and Word will replace each occurrence of a period and two spaces with a period and one space. You can repeat the process with other punctuation (question mark, exclamation mark, colon) if necessary.

Q. I saved a long block of standard text as an AutoText entry, but now I have to make some changes to that text. Can I update the AutoText entry with my changes or do I have to create a new one?

A. You can simply redefine the existing AutoText entry so that it includes your changes. First, insert the entry in a document and make your changes. Then, select it, go to Insert | AutoText, and choose AutoText from the submenu. In the AutoText tab, select the name of the entry and click Add. When Word prompts you to redefine the entry, click Yes. Word will replace the old version with your new one.

Q. I've lost a couple of toolbars that I rely on pretty often. I don't know where they went, but how can I get them back?

A. Just go to View | Toolbars, and Word will present a list of toolbars for you to pick from. All you have to do is select the one you want to display. An even quicker approach is to right-click on any toolbar to display the list and then make your choice.

Q. Over the past year, I've created a lot of my own keyboard shortcuts, but I've lost track of some of them. Does Word let you view or print a list of all the shortcuts you've made?

A. You can easily print a reference sheet of all your shortcuts by going to File | Print, selecting Keyboard Assignments from the Print What drop-down list, and clicking OK.

Q. What's the most efficient way to set Word up to print an envelope for a letter I've created?

A. First, make sure the address appears at the top of the letter. Then, go to Tools | Envelopes And Labels and click the Envelopes tab. (Word XP/2003 users choose Letters And Mailings and then select Envelopes And Labels.) Word will insert the address from your letter into the Deliver Address field. Just enter your return address, if you want, and click Print.

Q. Sometimes, when I copy and paste text from a Web site or another document, its formatting is pretty bizarre. Is there any way to get the pasted text to look like all the other text in my document?

A. To avoid bringing unwanted formatting into your document, you need to use one of Word's less obvious paste features. Place the insertion point marker where you want to insert the copy and then go to Edit | Paste Special and select the Unformatted Text option.

Q. I know Word lets you count the number of words in a document, but is it possible to count just the words on one page?

A. The Word Count command ordinarily counts everything in a document, but you can restrict it to any portion of text you want simply by selecting that text before choosing the command. For instance, to count words on a page, select the text on the page and go to Tools | Word Count. Word will then present statistics on the number of words, characters, lines, and so forth, contained in the text you selected.

Q. When I try to select a few characters inside a word, the highlight automatically extends itself to select the whole thing. Is there an option to keep this from happening?

A. Selecting entire words is a default Word behavior, but you can change it. Go to Tools | Options and click the Edit tab. Then, just deselect the When Selecting, Automatically Select Entire Word check box and click OK. Now, you'll be in control of what gets highlighted when you drag across part of a word.

ISBN: 1-932509-26-7
Product Code: T031
Price: \$12.95 U.S. funds
(Volume discounts available)

Customer Service: 845-566-1866
or toll free 800-217-4339
Visit us online at
TechRepublic.com

Technical Editor: Jody Gilbert
Graphic Artist: Kimberly Wright
Copy Editor: Selena Frye

© 1995-2003 CNET Networks, Inc.
All rights reserved. "TechRepublic"
and its logo are trademarks of
CNET Networks, Inc.