DEG
Document Excellence Group

Application: Word Useful Shortcut and Function keys

Tip: Some of these shortcut keys may not work if your firm has configured the keys to perform a different function.

Tip: Not all shortcut keys are included as some are either well known or have more commonly used alternatives e.g. **CTRL+S (Save)**

Key	Action
Ctrl+Alt+Z	Cycles through last four changes made to the document.
Shift+↑ or ↓ or ←or →keys	Selects text.
Ctrl+Shift+← and Ctrl+Shift + →	Selects word to left or right.
Shift+Home and Shift+End	Select from current position to start or end of current line.
Ctrl+Shift+↑ and CTRL + Shift ↓	Select from current position to start or end of current paragraph.
Ctrl+Shift+Home	Select from the current position to the beginning of the document.
Ctrl+Shift+End	Select from the current position to the end of the document.
Ctrl+A	Select all document content.
Ctrl+Shift+A	Toggles selected text from lower to upper case.
Ctrl+=	Turns on / off subscript.
Ctrl+Shift++	Turns on / off superscript.
Ctrl+Spacebar	Removes manual formatting from selected text.
Ctrl+-	Inserts an optional hyphen.

Key	Action
Ctrl+Shift+-	Inserts an optional non-breaking hyphen.
Ctrl+Shift+Spacebar	Inserts an optional non-breaking space.
Alt+Home	Move to the first cell in a table row.
Alt+End	Move to the last cell in a table row.
Alt+Page Up	Move to the first cell in a table column.
Alt+Page Down	Move to the last cell in a table column.
Alt+Shift+↑	Moves the selected table row up.
Alt+Shift+↓	Moves the selected table row down.
Ctrl+Alt+M	Inserts a comment.
Ctrl+Shift+E	Toggles track changes on and off.
Ctrl+Shift+C	Copies formatting attribute from selected text. Select other text > press **Ctrl+Shift+V** to paste formatting.
Ctrl+D	Undo last action(s).
Ctrl+Y	Redoes the last action(s).
Ctrl+Alt+F	Insert a footnote.
Ctrl+Alt+D	Insert an endnote.

Key	Action
F1	Displays the Help Task Pane.
Shift + F1	Displays or hides context sensitive help or reveal formatting Task Pane.
Ctrl+ F1	Displays or hides the Ribbon.
Alt+F1 or Alt+Shift+F1	Moves to the next or previous field.
F2	Moves selected text or graph. Use arrow to new position and press ENTER.
Shift+F2	Copies selected text or graph. Use arrow keys to move to new position and press ENTER.
F3	Inserts a Building Block after the first couple of characters are entered.
Alt+F3	Creates a new Building Block from selected text.
Shift+F3	Switches selected text between upper case, lower case, and title case.
Ctrl+F3	Multiple instances of text and graphs can be cut to the Spike and then pasted as a group.
Ctrl+Shift+F3	Pastes the contents of the Spike at cursor position.
F4	Repeats last command or action (if possible).
Shift+F4	Repeats last Find or Go to Action.
Ctrl+F6 and Ctrl+Shift+F6	Switches to next or previous document window when more than one document is open.
F7	Activates the Spell Check Task Pane.
Shift+F7	Activates the Thesaurus Task Pane.
Ctrl+Shift+F7	Updates linked information from Word source document.

Key	Action
F8	Extends selection: e.g. select a word and press **F8**. Selection will be extended to the sentence.
Shift+F8	Reduces selection: e.g. select a paragraph and press **F8**. Selection will be reduced to one sentence.
F9	Updates the selected field(s).
Shift+F9	Switches display between field code and result of code.
Ctrl+Shift+F9	Unlinks the current field.
Alt+F9	Switches display between all field codes and their results.
F10	Turns KeyTips on or off.
Shift+F10	Displays shortcut menu for selected item.
Ctrl +F10	Maximizes or restores current document window.
Alt+F10	Displays Selection task pane.
F11 and Shift+F11	Moves to next or previous field.