

Trigger	+Key(s)	ActionDescription	KeyType	Usage	Command
ALT		Underlined letter			
		Select an option; select or clear a check box	Dialogue	Often	Select
ALT	5 on the numeric keypad (with NUM LOCK off)	Select an entire table	Table	Rarely	Select
ALT	character code numbers (on the numeric keypad)	Insert the ANSI character, For example, to insert the euro currency symbol, ALT + 0128 on the numeric keypad	SpecialChr	Rarely	Insert
ALT	CTRL+1 top row	Heading 1 style	Format	Rarely	Format
ALT	CTRL+2 top row	Heading 2 style	Format	Rarely	Format
ALT	CTRL+3 top row	Heading 3 style	Format	Rarely	Format
ALT	CTRL+C	Copyright symbol	SpecialChr	Often	Insert
ALT	CTRL+D	Insert an endnote	Reference	Rarely	Insert
ALT	CTRL+F	Insert a footnote	Reference	Rarely	Insert
		Open a list of browse options Press the arrow keys to select an option, and then press ENTER to browse through a document by using the selected option			
ALT	CTRL+HOME	option	Text	Rarely	Options
ALT	CTRL+I	Switch to print preview	Print	Rarely	Switch
ALT	CTRL+K	Start AutoFormat	Format	Rarely	Format
ALT	CTRL+L	Insert a LISTNUM field	MailMerge	Rarely	Insert
ALT	CTRL+M	Insert a comment	Review	Rarely	Insert
ALT	CTRL+MINUS SIGN	An em dash	SpecialChr	Rarely	Insert
ALT	CTRL+N	Switch to Draft view	View	Rarely	Switch
ALT	CTRL+O	Switch to Outline view	View	Often	Switch
ALT	CTRL+P	Switch to Print Layout view	View	Often	Switch
ALT	CTRL+PAGE DOWN	To the end of the window	Text	Rarely	Move
ALT	CTRL+PAGE UP	To the top of the window	Text	Rarely	Move
ALT	CTRL+PERIOD	An ellipsis	SpecialChr	Rarely	Insert
ALT	CTRL+R	The registered trademark symbol	SpecialChr	Often	Insert
ALT	CTRL+S	Split the document window	Documents	Often	Command
ALT	CTRL+SHIFT+PAGE DOWN	Extend a selection to the end of a window	Text	Rarely	Select
ALT	CTRL+SHIFT+S	Open Styles task pane	Format	Rarely	Task
ALT	CTRL+T	The trademark symbol	SpecialChr	Often	Insert
ALT	CTRL+Y	Repeat find (after closing Find and Replace window)	Text	Often	Command
ALT	CTRL+Z	Switch between the last four places that you have edited	Text	Often	Switch
ALT	DOWN ARROW	Open a selected drop-down list	Dialogue	Rarely	Options
ALT	END	To the last cell in a row	Table	Often	Move
ALT	F9	Switch between all field codes and their results	MailMerge	Rarely	Switch
ALT	F9	Switch between all field codes and their results	Function	Rarely	Switch
ALT	HOME	To the first cell in a row	Table	Often	Move
ALT	H, F, O	Open the Office Clipboard	Text	Rarely	Command
ALT	KeyTip	Ribbon Commands	Command	Rarely	Command
ALT	LEFT ARROW	Go back one page	Web	Often	Move
ALT	PAGE DOWN	To the last cell in a column	Table	Rarely	Move
ALT	PAGE UP	To the first cell in a column	Table	Rarely	Move
ALT	PRINT SCREEN	Copy a picture of the selected window to the Clipboard	Windows	Often	Copy
ALT	RIGHT ARROW	Go forward one page	Web	Often	Move
ALT	SHIFT+1	Show all headings with the Heading 1 style	Outline	Rarely	Options
ALT	SHIFT+A	Expand or collapse all text or headings	Outline	Rarely	Options
ALT	SHIFT+C	Close the Reviewing Pane if it is open	Review	Rarely	Close
ALT	SHIFT+C or CTRL+S	Remove the document window split	Documents	Rarely	Command
ALT	SHIFT+D	Insert a DATE field	MailMerge	Often	Insert
ALT	SHIFT+DOWN ARROW	Row down	Table	Rarely	Move
ALT	SHIFT+DOWN ARROW	Move selected paragraphs down	Outline	Rarely	Move
ALT	SHIFT+E	Edit a mail-merge data document	MailMerge	Rarely	Command
ALT	SHIFT+F	Insert a merge field	MailMerge	Rarely	Insert
ALT	SHIFT+F1	Go to the previous field	Function	Rarely	Move
ALT	SHIFT+F10	Display a menu or message for an available action	Function	Rarely	Show
		Choose Table of Contents button in the Table of Contents container when the container is active			
ALT	SHIFT+F12	the container is active	Function	Rarely	Select
ALT	SHIFT+F2	Choose the Save command	Function	Rarely	Select
ALT	SHIFT+F7	Display the Research task pane	Function	Rarely	Show
		Run GOTOBUTTON or MACROBUTTON from the field that displays the field results			
ALT	SHIFT+F9	results	MailMerge	Rarely	Command
		Run GOTOBUTTON or MACROBUTTON from the field that displays the field results			
ALT	SHIFT+F9	results	Function	Rarely	Command
ALT	SHIFT+I	Mark a table of authorities entry (citation)	Reference	Rarely	Command
ALT	SHIFT+K	Preview a mail merge	MailMerge	Rarely	Show
ALT	SHIFT+L	Show the first line of body text or all body text	Outline	Rarely	Show
ALT	SHIFT+LEFT ARROW	Promote a paragraph	Outline	Often	Move
ALT	SHIFT+M	Print the merged document	MailMerge	Rarely	Print
ALT	SHIFT+MINUS SIGN	Collapse text under a heading	Outline	Rarely	Command
ALT	SHIFT+N	Merge a document	MailMerge	Rarely	Command
ALT	SHIFT+n	Show all headings up to Heading n	Outline	Rarely	Show
ALT	SHIFT+O	Mark a table of contents entry	Reference	Rarely	Select
ALT	SHIFT+P	Insert a PAGE field	MailMerge	Rarely	Insert

Trigger	+Key(s)	ActionDescription	KeyType	Usage	Command
ALT	SHIFT+PLUS SIGN	Expand text under a heading	Outline	Rarely	Command
ALT	SHIFT+R	Copy the header or footer used in the previous section of the document	Text	Rarely	Copy
ALT	SHIFT+RIGHT ARROW	Demote a paragraph	Outline	Often	Move
ALT	SHIFT+T	Insert a TIME field	MailMerge	Rarely	Insert
ALT	SHIFT+TAB	Switch to the previous window	Windows	Rarely	Switch
ALT	SHIFT+UP ARROW	Row up	Table	Rarely	Move
ALT	SHIFT+UP ARROW	Move selected paragraphs up	Outline	Often	Move
ALT	SHIFT+X	Mark an index entry	Reference	Rarely	Select
ALT	TAB	Switch to the next active app window	Windows	Often	Switch
ALT	X	Find out the Unicode character code for the selected character	SpecialChr	Rarely	Show
ALT		Select/Deselect the active tab of the ribbon and activate the access keys	RibbonCmd	Often	Select
ArrowKeys		Move around the preview page when zoomed in	Print	Often	Move
ArrowKeys		Move between options in a menu of available actions	Action	Often	Move
ArrowKeys		Move between options in an open drop-down list, or between options in a group of options	Dialogue	Often	Move
BACKSPACE		Delete one character to the left	Text	Often	Delete
BACKSPACE		Open the folder one level above the selected folder	Dialogue	Rarely	Open
CTRL	N	Create a new document	Text	Often	Open
CTRL	C	Copy a selection to the Clipboard	Text	Often	Copy
CTRL	[	Decrease the font size by 1 point	Format	Rarely	Command
CTRL	[	Decrease font size 1 point	Word	Rarely	Command
CTRL	]	Increase the font size by 1 point	Format	Rarely	Command
CTRL	]	Increase font size 1 point	Word	Rarely	Command
CTRL	CTRL+0 (zero)	Add or remove one line space preceding a paragraph	Format	Rarely	Command
CTRL	1	Single-space lines	Format	Rarely	Command
CTRL	2	Double-space lines	Format	Rarely	Command
CTRL	5	Set 1 5-line spacing	Format	Rarely	Command
CTRL	A	Extend a selection to include the entire document	Text	Often	Command
CTRL	ALT+F1	Display Microsoft System Information	Function	Rarely	Show
CTRL	ALT+F2	Choose the Open command	Function	Rarely	Open
CTRL	ALT+V	Paste special	Word	Often	Paste
CTRL	B	Apply bold formatting	Format	Often	Format
CTRL	B	Make letters bold	Word	Often	Format
CTRL	BACKSPACE	Delete one word to the left	Text	Often	Delete
CTRL	C	Copy selected text or graphics to the Clipboard	Text	Often	Copy
CTRL	C	Copy the selected text or object	Word	Often	Copy
CTRL	D	Open the Font dialog box to change the formatting of characters	Format	Often	Options
CTRL	DELETE	Delete one word to the right	Text	Often	Delete
CTRL	DOWN ARROW	One paragraph down	Text	Often	Move
CTRL	E	Switch a paragraph between centered and left-aligned	Format	Rarely	Switch
CTRL	END	To the end of a document	Text	Often	Move
CTRL	END	Move to the last preview page when zoomed out	Print	Often	Move
CTRL	ENTER	A page break	SpecialChr	Often	Insert
CTRL	EQUAL SIGN	Apply subscript formatting (automatic spacing)	Format	Rarely	Format
CTRL	F	Open the Navigation search pane	Text	Often	Open
CTRL	F1	Expand or collapse the ribbon	Function	Rarely	Command
CTRL	F1	Expand or collapse the ribbon	RibbonCmd	Rarely	Command
CTRL	F10	Maximize the document window	Function	Rarely	Command
CTRL	F10	Maximize or restore a selected window	Windows	Rarely	Command
CTRL	F11	Lock a field	MailMerge	Rarely	Command
CTRL	F11	Lock a field	Function	Rarely	Command
CTRL	F12	Choose the Open command	Function	Rarely	Open
CTRL	F12 or O	Display the Open dialog box	Dialogue	Often	Open
CTRL	F2	Choose the Print Preview command	Function	Rarely	Print
CTRL	F3	Cut to the Spike	Function	Rarely	Command
CTRL	F3	Cut to the Spike	Text	Rarely	Command
CTRL	F4	Close the window	Function	Often	Close
CTRL	F6	Go to the next window	Function	Rarely	Move
CTRL	F6	When more than one window is open, switch to the next window	Windows	Rarely	Move
CTRL	F9	Insert an empty field	MailMerge	Rarely	Insert
CTRL	F9	Insert an empty field	Function	Rarely	Insert
CTRL	G	Go to a page, bookmark, footnote, table, comment, graphic, or other location	Text	Often	Move
CTRL	H	Replace text, specific formatting, and special items	Text	Often	Format
CTRL	HOME	To the beginning of a document	Text	Often	Move
CTRL	HOME	Move to the first preview page when zoomed out	Print	Often	Move
CTRL	I	Apply italic formatting	Format	Often	Format
CTRL	I	Make letters italic	Word	Often	Format
CTRL	J	Switch a paragraph between justified and left-aligned	Format	Rarely	Format
CTRL	K	Insert a hyperlink	Web	Often	Insert
CTRL	L	Left align a paragraph	Format	Rarely	Format

Trigger	+Key(s)	ActionDescription	KeyType	Usage	Command
CTRL	LEFT ARROW	One word to the left	Text	Often	Move
CTRL	LEFT ARROW	Move one word to the left	Dialogue	Often	Move
CTRL	M	Indent a paragraph from the left	Format	Rarely	Format
CTRL	MINUS SIGN	An en dash	SpecialChr	Rarely	Insert
CTRL	N	Create a new document	Documents	Often	Command
CTRL	O	Open a document	Documents	Often	Open
CTRL	P	Print a document	Print	Often	Print
CTRL	PAGE DOWN	To the top of the document	Text	Often	Move
CTRL	PAGE UP	To the top of the previous page	Text	Rarely	Move
CTRL	Q	Remove paragraph formatting	Format	Rarely	Format
CTRL	R	Switch a paragraph between right-aligned and left-aligned	Format	Rarely	Format
CTRL	RIGHT ARROW	One word to the right	Text	Often	Move
CTRL	RIGHT ARROW	Move one word to the right	Dialogue	Often	Move
CTRL	S	Save a document	Documents	Often	Command
	SHIFT+* (asterisk on numeric keypad does not work)				
CTRL	SHIFT+<	Display nonprinting characters	Format	Often	Show
CTRL	SHIFT+<	Decrease the font size	Format	Rarely	Format
CTRL	SHIFT+<	Decrease font size one value	Word	Rarely	Format
CTRL	SHIFT+>	Increase the font size	Format	Rarely	Format
CTRL	SHIFT+>	Increase font size one value	Word	Rarely	Format
CTRL	SHIFT+A	Format all letters as capitals	Format	Often	Format
CTRL	SHIFT+C	Copy formatting from text	Format	Rarely	Copy
CTRL	SHIFT+D	Double-underline text	Format	Rarely	Format
CTRL	SHIFT+DOWN ARROW	Extend a selection to the end of a paragraph	Text	Often	Command
CTRL	SHIFT+E	Turn change tracking on or off	Review	Rarely	Command
CTRL	SHIFT+END	Extend a selection to the end of a document	Text	Often	Select
CTRL	SHIFT+ENTER	A column break	SpecialChr	Rarely	Format
CTRL	SHIFT+F	Open the Font dialog box to change the font	Format	Rarely	Open
CTRL	SHIFT+F11	Unlock a field	MailMerge	Rarely	Command
CTRL	SHIFT+F11	Unlock a field	Function	Rarely	Command
CTRL	SHIFT+F12	Choose the Print command	Function	Rarely	Print
CTRL	SHIFT+F3	Insert the contents of the Spike	Function	Rarely	Insert
CTRL	SHIFT+F3	Paste the Spike contents	Text	Rarely	Paste
CTRL	SHIFT+F5	Edit a bookmark	Function	Rarely	Command
CTRL	SHIFT+F6	Go to the previous window	Function	Rarely	Move
CTRL	SHIFT+F6	Switch to the previous window	Windows	Rarely	Move
CTRL	SHIFT+F7	Update linked information in a Microsoft Word source document	MailMerge	Rarely	Command
CTRL	SHIFT+F7	Update linked information in a Word 2013 source document	Function	Rarely	Command
CTRL	SHIFT+F8, and then press an arrow key	Extend a selection or block	Function	Rarely	Select
CTRL	SHIFT+F8, and then use the arrow keys; press ESC to cancel selection mode	Select a vertical block of text	Text	Rarely	Select
CTRL	SHIFT+F8, and then use the arrow keys; press ESC to cancel selection mode	Extend a selection (or block)	Table	Rarely	Select
CTRL	SHIFT+F9	Unlink a field	MailMerge	Rarely	Command
CTRL	SHIFT+F9	Unlink a field	Function	Rarely	Command
CTRL	SHIFT+G	Open the Word Count dialog box	Word	Rarely	Open
CTRL	SHIFT+H	Apply hidden text formatting	Format	Rarely	Format
CTRL	SHIFT+HOME	Extend a selection to the beginning of a document	Text	Often	Select
CTRL	SHIFT+HYPHEN	A nonbreaking hyphen	SpecialChr	Rarely	Insert
CTRL	SHIFT+HYPHEN	Create a nonbreaking hyphen	Word	Rarely	Insert
CTRL	SHIFT+K	Format letters as small capitals	Format	Often	Format
CTRL	SHIFT+LEFT ARROW	Extend a selection to the beginning of a word	Text	Often	Select
CTRL	SHIFT+LEFT ARROW	Select or unselect one word to the left	Dialogue	Often	Select
CTRL	SHIFT+M	Remove a paragraph indent from the left	Format	Rarely	Format
CTRL	SHIFT+N	Apply the Normal style	Format	Often	Command
CTRL	SHIFT+N	Demote to body text	Outline	Rarely	Move
CTRL	SHIFT+PLUS SIGN	Apply superscript formatting (automatic spacing)	Format	Rarely	Format
CTRL	SHIFT+Q	Change the selection to the Symbol font	Format	Rarely	Format
CTRL	SHIFT+RIGHT ARROW	Extend a selection to the end of a word	Text	Often	Select
CTRL	SHIFT+RIGHT ARROW	Select or unselect one word to the right	Dialogue	Often	Select
CTRL	SHIFT+S	Open Apply Styles task pane	Format	Often	Open
CTRL	SHIFT+SPACEBAR	A nonbreaking space	SpecialChr	Rarely	Insert
CTRL	SHIFT+SPACEBAR	Create a nonbreaking space	Word	Rarely	Insert
CTRL	SHIFT+T	Reduce a hanging indent	Format	Rarely	Format
CTRL	SHIFT+TAB	Switch to the previous tab in a dialog box	Dialogue	Rarely	Switch
CTRL	SHIFT+UP ARROW	Extend a selection to the beginning of a paragraph	Text	Often	Select
CTRL	SHIFT+V	Paste formats	Format	Often	Paste
CTRL	SHIFT+V	Paste formatting only	Word	Often	Paste
CTRL	SHIFT+W	Underline words but not spaces	Format	Often	Format
CTRL	SPACEBAR	Remove manual character formatting	Format	Rarely	Format

Trigger	+Key(s)	ActionDescription	KeyType	Usage	Command
CTRL	SPACEBAR	Remove paragraph or character formatting	Word	Rarely	Format
CTRL	SPACEBAR	Display the full set of commands on the task pane menu	Task	Rarely	Show
CTRL	T	Create a hanging indent	Format	Rarely	Format
CTRL	TAB	Tab characters in a cell	Table	Rarely	Format
CTRL	TAB	Insert a tab character	Outline	Rarely	Insert
CTRL	TAB	When a menu is active, move to a task pane (You may need to press CTRL+TAB more than once )	Task	Rarely	Select
CTRL	TAB	Switch to the next tab in a dialog box	Dialogue	Rarely	Switch
CTRL	U	Apply an underline	Format	Often	Format
CTRL	U	Make letters underline	Word	Often	Format
CTRL	UP ARROW	One paragraph up	Text	Often	Move
CTRL	V	Paste the most recent addition or pasted item from the Office Clipboard	Text	Often	Paste
CTRL	V	Paste text or an object	Word	Often	Paste
CTRL	W	Close a document	Documents	often	Close
CTRL	W or F4	Close the active window	Windows	Often	Close
CTRL	X	Cut selected text or graphics to the Office Clipboard	Text	Often	Command
CTRL	X	Cut the selected text or object	Word	Often	Command
CTRL	Y	Redo the last action	Word	Often	Command
CTRL	Y	Redo or repeat an action	Command	Often	Command
CTRL	Z	Undo the last action	Text	Often	Command
CTRL	Z	Undo the last action	Word	Often	Command
CTRL	Z	Undo an action	Command	Often	Command
CTRL	Shift+<	Decrease the font size	Text	Rarely	Format
CTRL	Delete	Delete the next word	Text	Often	Format
CTRL	E	Align text center	Text	Often	Format
CTRL	F9	A field	SpecialChr	Rarely	Insert
CTRL	F	Find text in a document	Text	Often	Command
CTRL	Shift+>	Increase the font size	Text	Rarely	Format
CTRL	D	Insert a Microsoft Paint drawing	Text	Rarely	Insert
CTRL	I	Italicize selected text	Text	Often	Format
CTRL	L	Align text left	Text	Often	Format
CTRL	J	Justify text	Text	Rarely	Format
CTRL	B	Make selected text bold	Text	Often	Format
CTRL	=	Make selected text subscript	Text	Rarely	Format
CTRL	Shift+=	Make selected text superscript	Text	Rarely	Format
CTRL	Page Down	Move down one page	Text	Often	Move
CTRL	Left arrow	Move the cursor one word to the left	Text	Often	Move
CTRL	Right arrow	Move the cursor one word to the right	Text	Often	Move
CTRL	Down arrow	Move the cursor to the line below	Text	Often	Move
CTRL	Up arrow	Move the cursor to the previous line	Text	Often	Move
CTRL	Home	Move to the beginning of the document	Text	Often	Move
CTRL	End	Move to the end of the document	Text	Often	Move
CTRL	Page Up	Move up one page	Text	Often	Move
CTRL	O	Open an existing document	Text	Often	Open
CTRL	V	Paste a selection from the Clipboard	Text	Often	Paste
CTRL	P	Print a document	Text	Often	Print
CTRL	Y	Redo a change	Text	Often	Command
CTRL	H	Replace text in a document	Text	Often	Paste
CTRL	S	Save changes to a document	Text	Often	Save
CTRL	A	Select the entire document	Text	Often	Select
CTRL	R	Align text right	Text	Often	Format
CTRL	2	Set double line spacing	Text	Rarely	Format
CTRL	5	Set line spacing to 1.5	Text	Rarely	Format
CTRL	1	Set single line spacing	Text	Rarely	Format
CTRL	U	Underline selected text	Text	Often	Format
CTRL	Z	Undo a change	Text	Often	Command
CTRL	Shift+A	Change characters to all capitals	Text	Often	Format
CTRL	Shift+L	Change the bullet style	Text	Rarely	Format
DELETE		Delete one character to the right	Text	Often	Command
DELETE		Delete the selected folder or file	Dialogue	Often	Command
Down Up Left or RightArrow					
	RightArrow	Move down, up, left, or right, respectively, among the items on the ribbon	RibbonCmd	Often	Move
	DownArrow	Down one line	Text	Often	Move
	DownArrow	To the next row	Table	Often	Move
	END	To the end of a line	Text	Often	Move
	END	Go to end of document	ReadMode	Rarely	Move
	END	Move to the end of the entry	Dialogue	Rarely	Move
	ENTER	New paragraphs in a cell	Table	Often	Insert
	ENTER	Activate a command or control on the ribbon so you can modify a value	RibbonCmd	Often	Options
	ENTER	Perform the action for the selected item on a menu of available actions	Action	Often	Command

Trigger	+Key(s)	ActionDescription	KeyType	Usage	Command
ENTER		Open the selected folder or file	Dialogue	Often	Open
ENTER		Run the selected command	Dialogue	Often	Command
ENTER		After type first few characters of the AutoText entry name and when the ScreenTip appears			
ENTER		An AutoText entry	SpecialChr	Often	Insert
ESC		Exit Read mode	ReadMode	Rarely	Command
ESC		Close the available actions menu or message	Action	Often	Command
ESC		Cancel an action	Command	Often	Command
ESC		Close a selected drop-down list; cancel a command and close a dialog box	Dialogue	Often	Close
F1		Get Help or visit Office.com	Function	Often	Command
F1		Get help on the selected command or control on the ribbon (If no Help topic is associated with the selected command, a general Help topic about the program is shown instead)	RibbonCmd	Often	Command
F1		Open WordPad Help	Text	Often	Open
F10		Display keytips	Text	Rarely	Show
F10		Display the Selection and Visibility task pane	Function	Rarely	Show
F10		Show KeyTips	Function	Rarely	Show
F10		Select active tab, then LeftArrow or RightArrow	RibbonCmd	Rarely	Move
F11		Display Microsoft Visual Basic code	Function	Often	Show
F11		Go to the next field	MailMerge	Often	Move
F11		Go to the next field	Function	Rarely	Move
F12		Choose the Save As command	Function	Rarely	Select
F12		Display the Save As dialog box	Dialogue	Rarely	Show
F12		Save the document as a new file	Text	Rarely	Command
F2		Move text or graphics	Function	Rarely	Move
F2	Move the cursor and press ENTER	Move text or graphics once	Text	Rarely	Move
F3		Find the next instance of the text in the Find dialog box	Text	Often	Command
F4		Exit Word 2013	Function	Often	Close
F4		Close WordPad	Text	Often	Close
F4 or ALT+I		Open the Look in list	Dialogue	Rarely	Open
F5		Restore the program window size	Function	Rarely	Show
F5		Restore the size of the active window after you maximize it	Windows	Rarely	Show
F5		Choose the Go To command (Home tab)	Function	Rarely	Command
F6		Go to the next pane or frame	Function	Rarely	Move
F6		Move the focus to select window element areas	RibbonCmd	Rarely	Move
F7		Find the next misspelling or grammatical error	Function	Often	Command
F8		Turn extend mode on	Text	Rarely	Command
F8	arrow keys; press ESC to cancel selection mode	Extend a selection to a specific location in a document	Text	Rarely	Select
F9		Update selected fields	MailMerge	Rarely	Command
F9		Refresh	Web	Often	Command
HOME		To the beginning of a line	Text	Often	Move
HOME		Go to beginning of document	ReadMode	Rarely	Move
HOME		Move to the beginning of the entry	Dialogue	Often	Move
HOME or END		Select the first or last item in a gallery	Task	Rarely	Select
LeftArrow		One character to the left	Text	Often	Move
LeftArrow or RightArrow		Move one character to the left or right	Dialogue	Often	Move
Option letter	from a drop-down list	Select an option from a drop-down list	Dialogue	Rarely	Select
PAGE DOWN		Down one screen (scrolling)	Text	Often	Move
PAGE UP		Up one screen (scrolling)	Text	Often	Move
Pg number	ENTER	Go to page n	ReadMode	Rarely	Move
PgUp or PgDn		Move by one preview page when zoomed out	Print	Often	Move
PgUp or PgDn		Scroll up or down in the selected gallery list	Task	Rarely	Command
PRINT SCREEN		Copy a picture of the screen to the Clipboard	Windows	Often	Copy
RightArrow		One character to the right	Text	Often	Move
SHIFT	arrow key repeatedly	Extend a selection to adjacent cells	Table	Often	Select
SHIFT	ALT+PAGE DOWN	Select a column	Table	Often	Select
SHIFT	ALT+PAGE UP	Select a column	Table	Often	Select
SHIFT	END	Select from the insertion point to the end of the entry	Dialogue	Often	Select
SHIFT	ENTER	A line break	SpecialChr	Rarely	Insert
SHIFT	F1	Start context-sensitive Help or reveal formatting	Function	Rarely	Command
SHIFT	F10	Display a shortcut menu	Function	Rarely	Show
SHIFT	DOWN ARROW	Extend a selection one line down	Text	Often	Select
SHIFT	F10	Display the shortcut menu for the selected item	Action	Rarely	Show
SHIFT	F11	Go to the previous field	MailMerge	Rarely	Move
SHIFT	F11	Go to the previous field	Function	Rarely	Move
SHIFT	F12	Choose the Save command	Function	Often	Select
SHIFT	END	Extend a selection to the end of a line	Text	Often	Select
SHIFT	F4	Repeat a Find or Go To action	Function	Rarely	Command
SHIFT	F5	Move to the last change	Function	Rarely	Move

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SHIFT	F6	Move to a task pane from another pane in the program window (counterclockwise direction)	Windows	Rarely	Move
SHIFT	F7	Choose the Thesaurus command (Review tab, Proofing group)	Function	Rarely	Close
SHIFT	F5	To a previous revision	Text	Often	Move
SHIFT	F8	Reduce the size of a selection	Function	Rarely	Select
SHIFT	F9	Switch between a selected field code and its result	MailMerge	Rarely	Switch
SHIFT	F9	Switch between a field code and its result	Function	Rarely	Switch
SHIFT	F5	After opening a document, to the location you were working in when the document was last closed	Text	Often	Move
SHIFT	HOME	Select from the insertion point to the beginning of the entry	Dialogue	Often	Select
SHIFT	F8	Reduce the size of a selection	Text	Rarely	Select
SHIFT	LEFT ARROW	Select or unselect one character to the left	Dialogue	Often	Select
SHIFT	HOME	Extend a selection to the beginning of a line	Text	Often	Select
SHIFT	LEFT ARROW	Extend a selection one character to the left	Text	Often	Select
SHIFT	PAGE DOWN	Extend a selection one screen down	Text	Often	Select
SHIFT	RIGHT ARROW	Select or unselect one character to the right	Dialogue	Often	Select
SHIFT	TAB	Select the preceding cell's contents	Table	Often	Select
SHIFT	PAGE UP	Extend a selection one screen up	Text	Often	Select
SHIFT	TAB	To the previous cell in a row	Table	Often	Move
SHIFT	TAB	Move back through options	Dialogue	Often	Move
SHIFT	TAB	Move to the previous option or option group	Dialogue	Often	Move
SHIFT	RIGHT ARROW	Extend a selection one character to the right	Text	Often	Select
SHIFT	TAB	One cell to the left (in a table)	Text	Often	Move
SHIFT	UP ARROW	Extend a selection one line up	Text	Often	Select
SHIFT	F10	Show the current shortcut menu	Text	Rarely	Show
slash (/) key	On the numeric keypad	Hide or display character formatting	Outline	Rarely	Command
SPACEBAR		Perform the action assigned to the selected button; select or clear the selected check box	Dialogue	Often	Command
SPACEBAR or ENTER		Activate the selected command or control on the ribbon	RibbonCmd	Often	Command
SPACEBAR or ENTER		Open the selected menu or gallery on the ribbon	RibbonCmd	Often	Command
SPACEBAR or ENTER		Perform the action assigned to the selected button	Task	Often	Command
TAB		Select the next cell's contents	Table	Often	Select
TAB		To the next cell in a row	Table	Often	Move
TAB		Move forward through options	Dialogue	Often	Move
TAB		Move to the next option or option group	Dialogue	Often	Move
TAB		One cell to the right (in a table)	Text	Often	Move
TAB or SHIFT+TAB		Move the focus to each command on the ribbon, forward or backward, respectively	RibbonCmd	Often	Move
TAB or SHIFT+TAB		When a task pane is active, select the next or previous option in the task pane	Task	Often	Select
The character code	ALT+X	Insert the Unicode character for the specified Unicode (hexadecimal) character code. For example, to insert the euro currency symbol (Euro currency symbol ), type 20AC, and then hold down ALT and press X	SpecialChr	Rarely	Insert
UpArrow		Up one line	Text	Often	Move
UpArrow		To the previous row	Table	Often	Move

### Keyboard Shortcuts by:

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Custom Microsoft Training and Database Projects

### Custom Sort and Filter

With active cell in the table, Select header name drop downs to configure custom sort and filter rules. ( Excel Named Table controls requires Excel 2007 or higher. )

Usage ratings are based on my personal experience of 30+ years. You can change the Usage values to reflect your habits for your own custom sorting purposes.

Filters, Sorting, and Changes may require resizing of columns or rows to see all text.