**Keyboard shortcuts for Microsoft Word on Windows**

**Frequently used shortcuts**

**This table shows the most frequently used shortcuts in Microsoft Word.**

| **To do this** | **Press** |
| --- | --- |
| **Go to "Tell me what you want to do"** | **Alt+Q** |
| **Open** | **Ctrl+O** |
| **Save** | **Ctrl+S** |
| **Close** | **Ctrl+W** |
| **Cut** | **Ctrl+X** |
| **Copy** | **Ctrl+C** |
| **Paste** | **Ctrl+V** |
| **Select all** | **Ctrl+A** |
| **Bold** | **Ctrl+B** |
| **Italic** | **Ctrl+I** |
| **Underline** | **Ctrl+U** |
| **Decrease font size 1 point** | **Ctrl+[** |
| **Increase font size 1 point** | **Ctrl+]** |
| **Center text** | **Ctrl+E** |
| **Left align text** | **Ctrl+L** |
| **Right align text** | **Ctrl+R** |
| **Cancel** | **Esc** |
| **Undo** | **Ctrl+Z** |
| **Re-do** | **Ctrl+Y** |
| **Zoom** | **Alt+W, Q, then tab in Zoom dialog box to the value you want.** |

**Use the keyboard to move around the ribbon**

**The ribbon is the strip at the top of Word, organized by tabs. Each tab displays a different ribbon. Ribbons are made up of groups, and each group includes one or more commands. You can access every command in Word by using a shortcut.**

**NOTE: Add-ins and other programs may add new tabs to the ribbon and may provide access keys for those tabs.**

**There are two ways to move through the tabs in the ribbon:**

**To go to the ribbon, press Alt, and then, to move between tabs, use the Right Arrow and Left Arrow keys.**

**To go directly to a specific tab on the ribbon, use one of the access keys.**

| **To do this** | **Press** |
| --- | --- |
| **To use Backstage view, open the File page.** | **Alt+F** |
| **To use themes, colors, and effects, such as page borders, open the Design tab.** | **Alt+G** |
| **To use common formatting commands, paragraph styles, or to use the Find tool. open Home tab.** | **Alt+H** |
| **To manage Mail Merge tasks, or to work with envelopes and labels, open Mailings tab .** | **Alt+M** |
| **To insert tables, pictures and shapes, headers, or text boxes, open Insert tab.** | **Alt+N** |
| **To work with page margins, page orientation, indentation, and spacing, open Layouttab.** | **Alt+P** |
| **To type a search term for Help content, open "Tell me" box on ribbon.** | **Alt+Q, then enter the search term** |
| **To use Spell Check, set proofing languages, or to track and review changes to your document, open the Review tab.** | **Alt+R** |
| **To add a table of contents, footnotes, or a table of citations, open the References tab.** | **Alt+S** |
| **To choose a document view or mode, such as Read Mode or Outline view, open the View tab. You can also set Zoom magnification and manage multiple windows of documents.** | **Alt+W** |

**Use commands on a ribbon by using the keyboard**

**Use access keys when you can see the KeyTips**

**Change focus by using the keyboard instead of a mouse**

**Keyboard shortcut reference for Microsoft Word**

**Create and edit documents**

**Create, view, and save documents**

| **To do this** | **Press** |
| --- | --- |
| **Create a new document.** | **Ctrl+N** |
| **Open a document.** | **Ctrl+O** |
| **Close a document.** | **Ctrl+W** |
| **Split the document window.** | **Alt+Ctrl+S** |
| **Remove the document window split.** | **Alt+Shift+C or Alt+Ctrl+S** |
| **Save a document.** | **Ctrl+S** |

**Work with Web content**

| **To do this** | **Press** |
| --- | --- |
| **Insert a hyperlink.** | **Ctrl+K** |
| **Go back one page.** | **Alt+Left Arrow** |
| **Go forward one page.** | **Alt+Right Arrow** |
| **Refresh.** | **F9** |

 **Print and preview documents**

| **To do this** | **Press** |
| --- | --- |
| **Print a document.** | **Ctrl+P** |
| **Switch to print preview.** | **Alt+Ctrl+I** |
| **Move around the preview page when zoomed in.** | **Arrow keys** |
| **Move by one preview page when zoomed out.** | **Page Up or Page Down** |
| **Move to the first preview page when zoomed out.** | **Ctrl+Home** |
| **Move to the last preview page when zoomed out.** | **Ctrl+End** |

 **Check spelling and review changes in a document**

| **To do this** | **Press** |
| --- | --- |
| **Insert a comment (in the Revision task pane).** | **Alt+R, C** |
| **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 in the document**

| **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** |
|  |  |

 **Insert or mark Table of Contents, footnotes, and citations**

|  |  |
| --- | --- |
| **Mark a table of contents entry.** | **Alt+Shift+O** |
| **Mark a table of authorities entry (citation).** | **Alt+Shift+I** |
| **Mark an index entry.** | **Alt+Shift+X** |
| **Insert a footnote.** | **Alt+Ctrl+F** |
| **Insert an endnote.** | **Alt+Ctrl+D** |
| **Go to next footnote (in Word 2016).** | **Alt+Shift+>** |
| **Go to previous footnote (in Word 2016).** | **Alt+Shift+<** |
| **Go to "Tell me what you want to do" and Smart Lookup (in Word 2016).** | **Alt+Q** |