

SHORTCUTS

Microsoft Word comes with over 300 shortcuts. You can also create your own shortcuts. These are a few of the most useful ones:

Ctrl+A	Select the whole document
Shift + arrows	Highlight text
Ctrl+Shift+N	Remove all formatting
Alt + mouse	Highlight text from vertical position (<i>try it!</i>)

Quick navigation

Ctrl+right arrow	Move to beginning of next word
Ctrl+left arrow	Move to beginning of the word you are in
Ctrl+Up Arrow	Move to beginning of the paragraph
Ctrl+Down Arrow	Move to beginning of next paragraph
Shift +F5	Go back to the place you were just prior to the place you are now
Ctrl + Home	Move to the beginning of the document
Ctrl + End	Move to the end of the document

You can combine Shift with the Ctrl+ to highlight certain texts

Quick Deletions

Ctrl+ Backspace	Deletes from this point to beginning of this word/ or previous word
Ctrl+ Del	Deletes from this point to end of this word/ or next word

Quick way to open dialog boxes

Double-click the ruler margin	Opens the Page Setup dialog box.
Double-click an indent marker	Opens the Paragraph dialog box.
Double-click a tab stop	Opens the Tabs dialog box.

To see the entire list of shortcuts

- **File>Print>** In the **Print what** list, click **Key assignments**. *This will automatically print the list. You can not view it on the screen.*
- **Tools> Macro> Macros.** >In the **Macros in** box, click **Word commands**.
In the **Macro name** box, click **ListCommands**. Click **Run**.
In the **List Commands** dialog box, click **Current menu and keyboard settings**.> **OK**. *You can either view on the screen or print.*

You can make your own custom shortcuts

Creating your own shortcuts can save you much time. You can customize keys for your styles, macros, fonts, common symbols, and more. If you don't like the changes you make, you can return to the default shortcut key settings at any time.

Assign a shortcut key to a style

- **Tools>Customize>** click **Keyboard>** choose **Styles** from the **Categories** list.> Select the Style.> Assign a shortcut >**Assign**
- OR**
- **Format>Styles and Formatting>**select the style>right click>**modify>Format>Shortcut key>** Assign a shortcut >**Assign**

Assign a shortcut key to a macro

- Shortcuts can be assigned when recording a new macro
- OR**
- **Tools>Customize>** click **Keyboard>** choose **Macros** from the **Categories** list.> Select the Macro.> Assign a shortcut >**Assign**

Assign a shortcut key to a symbol or special character

- **Insert>Symbol>**Click the symbol or special character you want. Click **Shortcut Key.**> In the **Press new shortcut key** box, press the key combination you want to use. For example, press ALT+ the desired key. >**Assign**
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