

Character Formatting

Attributes

Bold	CTRL+B
Italics	CTRL+I
Underline	CTRL+U
Double underline	CTRL+SHIFT+D
Small capitals	CTRL+SHIFT+K

Font

Font dialog box	CTRL+D
Change font	CTRL+SHIFT+F
Change font size	CTRL+SHIFT+P
Increase font size	CTRL+SHIFT+>
Decrease font size	CTRL+SHIFT+<

Sub- and Superscript

Subscript	CTRL+Equals Sign(=)
Superscript	CTRL+SHIFT+Plus Sign(+)

Case

Change case of letters	SHIFT+F3
Format as all capitals	CTRL+SHIFT+A

Special Characters

Breaks

Paragraph break	ENTER
Line break	SHIFT+ENTER
Page break	CTRL+ENTER
Column break	CTRL+SHIFT+ENTER

Hyphens and Spaces

Optional hyphen	CTRL+Hyphen(-)
Non-breaking hyphen	CTRL+SHIFT+Hyphen(-)
Non-breaking space	CTRL+SHIFT+Spacebar

Symbols

Copyright (©)	ALT+CTRL+C
Ellipsis (...)	ALT+CTRL+Full Stop(.)

Tables

Insert TAB in table	CTRL+TAB
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Paragraph Formatting

Alignment

Left	CTRL+L
Right	CTRL+R
Centre	CTRL+E
Justify	CTRL+J

Indents

Left indent	CTRL+M
Remove left indent	CTRL+SHIFT+M
Hanging indent	CTRL+T
Reduce hanging indent	CTRL+SHIFT+T
Remove paragraph formatting	CTRL+Q

Line Spacing

Single line spacing	CTRL+1
Double line spacing	CTRL+2
One and a half line spacing	CTRL+5

Styles

Apply a style	CTRL+SHIFT+S
Apply Normal style	CTRL+SHIFT+N
Apply Heading 1 style	ALT+CTRL+1
Apply Heading 2 style	ALT+CTRL+2
Apply Heading 3 style	ALT+CTRL+3
Apply List style	CTRL+SHIFT+L
Start AutoFormat	ALT+CTRL+K

Merge

Preview a mail merge	ALT+SHIFT+K
Merge a document	ALT+SHIFT+N
Print the merged document	ALT+SHIFT+M
Edit a merge data document	ALT+SHIFT+E
Insert a merge field	ALT+SHIFT+F

Word 2003 Keystroke Shortcuts

The list of keyboard shortcuts on this card is not exhaustive, but is a selection of those that are more useful.

For further help or advice on Word 2003, staff should contact their cluster support team and students should contact the Students' Help Desk, Library Lower Ground Floor

General

File Commands

New document	CTRL+N
Open	CTRL+O
Save	CTRL+S
Save As	F12
Close document	CTRL+W or CTRL+F4
Quit Word	ALT+F4
Print	CTRL+P

Help

Office Assistant	F1
What's This?	SHIFT+F1

Checking

Spelling and Grammar	F7
Thesaurus	SHIFT+F7

Views

Print Layout view	ALT+CTRL+P
Normal view	ALT+CTRL+N
Outline view	ALT+CTRL+O

Menus

Make menu bar active	ALT or F10
Next menu	→
Previous menu	→
Next menu option	↓
Previous menu option	↑
Select highlighted option	ENTER
Close menu or sub-menu	ESC
Close all menus	ALT or F10

Note:

You can also activate a menu by holding down the ALT key and pressing the underlined letter of the required menu heading.

Options on a menu can be selected by simply pressing the underlined letter of that option. For example, press ALT+F to activate the File menu and then press O to open a document.

Moving the Insertion Point

Character

One character left	←
One character right	→
One word left	CTRL+←
One word right	CTRL+→

Line

One line up	↑
One line down	↓
Beginning of line	HOME
End of line	END

Paragraph

One paragraph up	CTRL+↑
One paragraph down	CTRL+↓

Screen

Up one screen (scrolling)	PAGE UP
Down one screen (scrolling)	PAGE DOWN
Top of current screen	CTRL+ALT+PAGE UP
Bottom of current screen	CTRL+ALT+PAGE DOWN

Page

Top of next page	CTRL+PAGE DOWN
Top of previous page	CTRL+PAGE UP

Document

Top of document	CTRL+HOME
End of document	CTRL+END

Other

Location when document was last closed	SHIFT+F5
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Moving in Tables

Next cell	TAB
Previous cell	SHIFT+TAB
First cell in a row	ALT+HOME
Last cell in a row	ALT+END
First cell in a column	ALT+PAGE UP
Last cell in a column	ALT+PAGE DOWN

Selecting Text

To select a whole document, press CTRL+A.

To select text, hold down the SHIFT key and use the keystrokes (listed left) to move the insertion point.

You can also select text by pressing F8, then using the keystrokes to move the insertion point. Finally, press ESC when required text is selected.

Tables

To select cells of a table, click in the first cell to select it, the hold down the SHIFT key and then use the arrow keys (←→↑↓) to extend the selection.

To insert paragraphs and tab characters in a table

Enter	New paragraphs in a cell
CTRL+TAB	Tab characters in a cell

Editing

Cut, Copy and Paste

Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Copy character formatting	CTRL+SHIFT+C
Paste character formatting	CTRL+SHIFT+V

Find and Replace

Find	CTRL+F
Repeat Find	ALT+CTRL+Y
Replace	CTRL+H
Go to	CTRL+G

Undo and Redo

Undo	CTRL+Z
Redo	CTRL+Y
Cancel an action	ESC

Deleting

One character to the left	BACKSPACE
One word to the left	CTRL+BACKSPACE
One character to the right	DELETE
One word to the right	CTRL+DELETE