

Where the 'Vrsn' column shows <9>.", the command is only supported in Word 2000 and above

Most - but NOT all - of the shortcuts are language-independent. In particular, most of the Alt menu shortcuts are NOT;
but you can find out the Alt menu shortcut in your
language by looking at which letters are underlined on the relevant menus.

Word Command	Description	Version	Menu	Shortcut
AllCaps	Makes the selection all capitals (toggle)			Ctrl + Shift + A
ApplyHeading1	Applies Heading 1 style to the selected text			Alt + Ctrl + 1
ApplyHeading2	Applies Heading 2 style to the selected text			Alt + Ctrl + 2
ApplyHeading3	Applies Heading 3 style to the selected text			Alt + Ctrl + 3
ApplyListBullet	Applies List Bullet style to the selected text			Ctrl + Shift + L
AppMaximize	Enlarges the application window to full size			Alt + F10
AppRestore	Restores the application window to normal size			Alt + F5
Bold	Makes the selection bold (toggle)		Formatting toolbar	Ctrl+B
BottomAlign	Aligns cell content to the bottom of cell – very useful and unfortunately, not accessible via the default Word 2000. menus. It is well worth replacing the Word 2000 Cell Alignment buttons on the right-click table menus and on the Tables and Borders toolbar, with BottomAlign, CenterAlign and TopAlign buttons. The Word 2000 buttons, unfortunately, apply manual left center or justified paragraph formatting to the text in the cells, which is the last thing you would ever want to happen!		Word 97 right-click menus and Word 97 Tables and Borders menu	
BottomCenterAlign	Aligns cell content to the bottom-center of cell (yuckk!!)	<9>	Word 2000 right-click menus and Word 2000 Tables and Borders menu	
BottomLeftAlign	Aligns cell content to the bottom-left of cell (yuckk!!)	<9>	Word 2000 right-click menus and Word 2000 Tables and Borders menu	
BottomRightAlign	Aligns cell content to the bottom-right of cell (yuckk!!)	<9>	Word 2000 right-click menus and Word 2000 Tables and Borders menu	
BrowseNext	Jump to the next browse object		Double-down-arrow below vertical scrollbar	Ctrl + PgDn

Word Command	Description	Version	Menu	Shortcut
BrowsePrev	Jump to the previous browse object		Double-up-arrow below vertical scrollbar	Ctrl + PgUp
BrowseSel	Select the next/prev browse object			Alt + Ctrl + Home
Cancel	Terminates an action			Esc
CenterAlign	Aligns cell content to the center of cell – very useful and unfortunately, not accessible via the default Word 2000. menus. It is well worth replacing the Word 2000 Cell Alignment buttons on the right-click table menus and on the Tables and Borders toolbar, with BottomAlign, CenterAlign and TopAlign buttons. The Word 2000 buttons, unfortunately, apply manual left center or justified paragraph formatting to the text in the cells, which is the last thing you would ever want to happen!		Word 97 right-click menus and Word 97 Tables and Borders menu	
CenterPara	Centers the paragraph between the indents		Formatting toolbar	Ctrl+E
ChangeCase	Changes the case of the letters in the selection			Shift+F3
CharLeft	Moves the insertion point to the left one character			Left arrow
CharLeftExtend	Extends the selection to the left one character			Shift + Left arrow
CharRight	Moves the insertion point to the right one character			Rt arrow
CharRightExtend	Extends the selection to the right one character			Shift + Rt arrow
CheckBoxFormField	Inserts a check box form field		Forms toolbar	
ClosePane	Closes the active window pane (if you are in Normal View and have, for example, the Footnote pane open)		Close button on the relevant panes	Alt + Shift + C
ColumnSelect	Selects a columnar block of text			Alt+Drag (or press Ctrl + Shift + F8 and drag, but Alt + Drag is far easier!)
ConvertTextBoxToFrame	Converts a single selected textbox into a frame		Rt-click	
CopyFormat	Copies the formatting of the selection			Ctrl +Shift+C
CopyText	Makes a copy of the selection without using the clipboard (press Return to paste)			Shift + F2
CreateAutoText	Adds an AutoText entry to the active template			Alt + F3
DecreaseIndent	Decreases indent or promotes the selection one level		Formatting toolbar	
DeleteBackWord	Deletes the previous word without putting it on the Clipboard			Ctrl+ Backspace
DeleteWord	Deletes the next word without putting it on the Clipboard			Ctrl + Del

Word Command	Description	Version	Menu	Shortcut
DistributeColumn	Evenly distributes selected columns or all columns if none selected		Table menu	
DistributeRow	Evenly distributes selected rows		Table menu	
DocClose	Prompts to save the document and then closes the active window. (But doesn't intercept the menu command)			Ctrl+W, Ctrl+F4
DocMaximize	Enlarges the active window to full size			Ctrl + F10
DocMove	Changes the position of the active window			Ctrl + F7
DocRestore	Restores the window to normal size			Ctrl + F5
DocSize	Changes the size of the active window			Ctrl + F8
DocSplit	Splits the active window horizontally and then adjusts the split		Window menu	Alt + Ctrl + S
DoFieldClick	Executes the action associated with macrobutton fields			Alt + Shift + F9
DotAccent	Formats the selection with dot accents (toggle)	<9>	Word 2000 Extended Formatting toolbar	
DoubleUnderline	Double underlines the selection (toggle)		Word 2000 Extended Formatting toolbar	Ctrl + Shift + D
DrawAlign	Aligns the selected drawing objects with one another or the page		Draw menu	
DrawBringForward	Brings the selected drawing objects forward		Draw menu	
DrawBringToFront	Brings the selected drawing objects to the front		Draw menu	
DrawGroup	Groups the selected drawing objects		Draw menu	Alt R, G
DrawNudgeDown	Moves the selected drawing objects down			Down arrow
DrawNudgeLeft	Moves the selected drawing objects to the left			Left arrow
DrawNudgeRight	Moves the selected drawing objects to the right			Right arrow
DrawNudgeUp	Moves the selected drawing objects up			Up arrow
DrawSendBackward	Sends the selected drawing objects backward		Draw menu	
DrawSendToBack	Sends the selected drawing objects to the back		Draw menu	
DrawSnapToGrid	Sets up a grid for aligning drawing objects		Draw menu	Alt R, I
DrawTextBox	Inserts an empty textbox or encloses the selected item in a textbox		Drawing toolbar	
DrawUngroup	Ungroups the selected group of drawing objects		Draw menu	Alt R, U
DropDownFormField	Inserts a drop-down form field		Forms toolbar	
EditBookmark	Brings up the bookmark dialog		Insert menu	Ctrl+Shift+F5 (Or: Alt I, K)

Word Command	Description	Version	Menu	Shortcut
EditClear	Performs a forward delete or removes the selection without putting it on the Clipboard		Edit menu	Del
EditCopy	Copies the selection and puts it on the Clipboard		Edit menu & Standard toolbar	Ctrl+C
EditCut	Cuts the selection and puts it on the Clipboard		Edit menu & Standard toolbar	Ctrl+X
EditFind	Finds the specified text or the specified formatting		Edit menu	Ctrl+F
EditGoTo	Jumps to a specified place in the active document		Edit menu	F5, Ctrl+G
EditLinks	Allows links to be viewed, updated, opened, or removed		Edit menu	Alt E, K
EditPaste	Inserts the Clipboard contents at the insertion point		Edit menu & Standard toolbar	Ctrl+V
EditPasteSpecial	Inserts the Clipboard contents as a linked object, embedded object, or other format		Edit menu	Alt E, S
EditRedo	Redoes the last action that was undone		Standard toolbar	Alt + Shift + Backspc
EditRedoOrRepeat	Repeats the last command, or redoes the last action that was undone (unfortunately, doesn't work for as many commands in Word 2000 as in Word 97 and below, but this is still one of Word's most useful shortcuts, if not the most useful)		Edit menu	F4
EditReplace	Finds the specified text or the specified formatting and replaces it		Edit menu	Ctrl+H
EditSelectAll	Selects the entire document		Edit menu	Ctrl+A
EditUndo	Reverses the last action		Edit menu & Standard toolbar	Ctrl+Z
EndOfColumn	Moves to the last cell in the current table column			Alt + PageDn (to select to end of column, use Alt + Shift + PgDn)
EndOfDocExtend	Extends the selection to the end of the last line of the document			Ctrl+Shift+End
EndOfDocument	Moves the insertion point to the end of the last line of the document			Ctrl+End
EndOfLine	Moves the insertion point to the end of the current line			End
EndOfLineExtend	Extends the selection to the end of the current line			Shift+End
EndOfRow	Moves to the last cell in the current row			Alt+End

Word Command	Description	Version	Menu	Shortcut
EndOfWindow	Moves the insertion point to the end of the last visible line on the screen			Alt + Ctrl + PgDn
EndOfWindowExtend	Extends the selection to the end of the last visible line on the screen			Shift + Alt + Ctrl + PgDn
ExtendSelection	Turns on extend selection mode and then expands the selection with the direction keys		Status bar (double-click)	F8 (press Esc to turn off)
FileClose	Closes all of the windows of the active document (this command does intercept the menu command, unless the Shift key is held down; and the x close button. But it does not intercept any of the keyboard shortcuts, which are assigned to DocClose for reasons that will forever remain a mystery. Using an AutoClose macro is a better way of intercept documents closing).		File menu	
FileCloseAll	Closes all of the windows of all documents		File menu with Shift key held down	
FileCloseOrExit	Closes the current document, or if no documents are open, quits Word. Horrible command, as it makes it a long winded business to quit Word. But there's a simple solution – assign Alt+F4 to FileExit instead.	<9>		Alt + F4 (<9>)
FileCloseOrCloseAll	Performs FileClose or, if the shift key is down, FileCloseAll (this command does intercept the menu command and the x close button but does not intercept any of the keyboard shortcuts. Using an AutoClose macro is a better way of intercept documents closing).		File menu	
FileExit	Quits Microsoft Word and prompts to save the documents (does intercept the menu item, but not the keyboard shortcut, or the x button. An AutoExit macro is usually a better way of intercepting this).		File menu	Alt + F4 (Word 97)

Word Command	Description	Version	Menu	Shortcut
FileNew	Creates a new document or template (brings up the dialog). Note that: Word pretends that Ctrl+N is assigned to FileNew but it isn't, it's assigned to FileNewDefault You can fix this in Word 2000 by assigning Ctrl+N to the FileNewDialog command. In Word 97 the only way to fix it is to create a macro called FileNew (to do this, press Alt + F8, type "FileNew" without the quotes and Click "Create". The macro will automatically contain the code needed to make it work).		File menu (but not std toolbar)	<u>NOT</u> Ctrl+N!!
FileNewDefault	Creates a new document based on the Normal template.		Std toolbar	Ctrl+N
FileOpen	Opens an existing document or template		File menu & std toolbar	Ctrl+O
FilePageSetup	Changes the page setup of the selected sections		File menu	Alt F, U
FilePrint	Prints the active document (brings up the dialog)		File menu	Ctrl + P
FilePrintDefault	Prints the active document using the current defaults		Std toolbar	
FilePrintPreview	Displays full pages as they will be printed		File menu & std toolbar	Ctrl+F2
FileProperties	Shows the properties of the active document		File menu	Alt F, I
FileRoutingSlip	Adds or changes the electronic mail routing slip of the active document		File + Send to menu	
FileSave	FileSave		File menu, std toolbar	Ctrl+S
FileSaveAll	Saves all open files, their attached templates, and any addins that are loaded, if they have been amended since the last save; prompting for each one separately		File menu & std toolbar with Shift key down	
FileSaveAs	Saves a copy of the document in a separate file (brings up the dialog)		File menu	Alt F, A (or F12)
FileSaveAsWebPage	Saves a copy of the document in a separate HTML file	<9>	File menu	
FileSaveHtml	Does the same thing as the FileSaveAsWebPage command. In Word 97, it intercepts the menu command; in Word 2000, it doesn't (great compatibility decision!)		Word 97 File menu	
FileSendMail	Sends the active document through electronic mail		File menu	
FileTemplates	Changes the active template and the template options		Tools menu	
FileVersions	Manages the versions of a document (use at your peril!)		File menu	
FixMe	Runs Detect and Repair	<9>	Help menu	
Font	Activates the Fonts listbox on the formatting toolbar		Formatting toolbar	Ctrl+Shift+F

Word Command	Description	Version	Menu	Shortcut
FontSizeSelect	Activates the Font Size drop-down on the formatting toolbar		Formatting toolbar	Ctrl+Shift+P
FormatAutoFormat	Automatically formats a document (or sometimes, automatically screws it up)		Format menu	Alt + Ctrl + K
FormatBackgroundFillEffect	Provides fill effects for the background color (only useful for creating web pages, as background colours do not print)		Format menu	
FormatBordersAndShading	Changes the borders and shading of the selected paragraphs, table cells, and pictures		Format menu	Alt O, B
FormatBulletDefault	Creates a bulleted list based on the current defaults. Use at your peril – it’s far better to apply styles.		Formatting toolbar	
FormatBulletsAndNumbering	Creates a numbered or bulleted list (brings up the dialog). Use at your peril – it’s far better to apply styles.		Format menu	
FormatChangeCase	Changes the case of the letters in the selection		Format menu	Alt O, E
FormatChangeCaseFareast	Changes the case of the letters in the selection, in certain language versions of Word		Format menu	
FormatColumns	Changes the column format of the selected sections (brings up the dialog)		Format menu	Alt O, C
FormatCombineCharacters	“Combines Characters” (doesn’t seem to do anything useful though)	<9>	Word 2000 Extended Formatting toolbar	
FormatDropCap	Formats the first character of current paragraph as a dropped capital (must select it first)		Format menu	Alt O, D
FormatEncloseCharacters	Enclose characters in a circle (but doesn’t work properly)	<9>	Word 2000 Extended Formatting toolbar	
FormatFont	Brings up the Format + Font dialog		Format menu	Ctrl+D
FormatFrame	Changes the options for Word frame formatting (meaning “frames” as in the things that are a bit like textboxes but work better – not web frames.		Rt-click on a frame	
FormatHeaderFooterLink	Links the current header/footer to the previous section (but does not intercept the button on the Header Footer toolbar)			Alt + Shift + R
FormatNumberDefault	Creates a numbered list based on the current defaults (use at your peril – much better to apply styles)		Formatting toolbar	
FormatPageNumber	Brings up the Page Number Format dialog and applies the settings without inserting a new page number in a frame (so is much more useful than the menu item)		HeaderFooter toolbar	
FormatParagraph	Brings up the Format Paragraph dialog		Format menu	Alt O, P

Word Command	Description	Version	Menu	Shortcut
FormatPhoneticGuide	Inserts a Phonetic Guide field in the active document	<9>	Word 2000 Extended Formatting toolbar	
FormatStyle	Applies, creates, or modifies styles		Format menu	Alt O, S
FormatTabs	Brings up the Format Tabs dialog		Format menu	Alt O, T
FormatTextFlow	Changes text flow direction and character orientation in a table cell		Rt-click menu	
FormatTheme	Brings up the dialog to apply a web theme (only useful for web pages)	<9>	Format menu	
FormFieldOptions	Brings up the dialog to change the options for a form field		Forms toolbar	
FormShading	Changes shading options for the current form		Forms toolbar	
FrameProperties	Changes the Properties of a Web Frame	<9>	(Web) Frames toolbar	
FrameRemoveSplit	Removes the current Web frame	<9>	(Web) Frames toolbar	
FramesetTOC	Create a Web frameset table of content	<9>	(Web) Frames toolbar	
FramesetWizard	Turns the current window into a Web frameset	<9>	Format menu	
FrameSplitAbove		<9>	(Web) Frames toolbar	
FrameSplitBelow	Splits the active Web frame, adding the new Web frame below the current one	<9>	(Web) Frames toolbar	
FrameSplitLeft	Splits the active Web frame, adding the new Web frame to the left of the current one	<9>	(Web) Frames toolbar	
FrameSplitRight	Splits the active Web frame, adding the new Web frame to the right of the current one	<9>	(Web) Frames toolbar	
GoBack	Returns to the previous insertion point (goes back to up to 3 points, then returns to where you started; this is one of the most useful shortcuts of them all. Also useful when opening a document, if you want to go straight to where you were last editing it)			Shift + F5
GoToHeaderFooter	Jumps between Header and Footer		HeaderFooter toolbar	
GotoNextLinkedTextBox	Selects the next linked text box		Text box toolbar & rt-click menu	
GotoPrevLinkedTextBox	Selects the previous linked text box		Text box toolbar & rt-click menu	
GrowFont	Increases the font size of the selection			Ctrl + >
GrowFontOnePoint	Increases the font size of the selection by one point			Ctrl +]

Word Command	Description	Version	Menu	Shortcut
HangingIndent	Increases the hanging indent			Ctrl + T (or drag the ruler)
Help	Microsoft Word Help		Help menu	F1
HelpAbout	Displays the program information, Word version number and the copyright		Help menu	
HelpTool	Lets you get help on a command or screen region or examine text properties			Shift + F1
Hidden	Makes the selection hidden text (toggle)			Ctrl + Shift + H
HyperlinkOpen	Connect to a hyperlink's address			Click on it
Indent	Moves the left indent to the next tab stop			Ctrl + M (or drag the ruler)
InsertAnnotation	Inserts a comment		Insert menu	Alt + Ctrl + M (or Alt I, M)
InsertAutoText	Replaces the name of the AutoText entry with its contents			F3
InsertBreak	Ends a page, column, or section at the insertion point		Insert menu	Alt I, B
InsertCaption	Inserts a caption above or below a selected object		Insert menu	Alt I, C
InsertClipArt	Word 97 and below only. Inserts a Microsoft Clip Art Gallery object. The Word 2000 menu item does not seem to be interceptable!		Word 97 Insert menu	
InsertColumnBreak	Inserts a column break at the insertion point			Ctrl + Shift + Return
InsertCrossReference	Inserts a cross-reference		Insert menu	
InsertDatabase	Inserts information from an external data source into the active document		Database toolbar	
InsertDateField	Inserts a date field			Alt + Shift + D
InsertDateTime	Inserts the current date and/or time into the active document		Insert menu	
InsertEndnoteNow	Inserts an endnote reference at the insertion point without displaying the dialog			Alt + Ctrl + D
InsertField	Inserts a field in the active document		Insert menu	Alt I, F
InsertFieldChars	Inserts an empty field with the enclosing field characters			Ctrl+F9
InsertFile	Inserts the text of another file into the active document		Insert menu	Alt I, L
InsertFootnote	Inserts a footnote or endnote reference at the insertion point		Insert menu	Alt I, N
InsertFootnoteNow	Inserts a footnote reference at the insertion point without displaying the dialog			Alt + Ctrl + F

Word Command	Description	Version	Menu	Shortcut
InsertFrame	Inserts an empty frame or encloses the selected item in a frame (well worth adding to the Insert menu)		Forms toolbar	
InsertHyperlink	Insert Hyperlink		Insert menu	Ctrl + K
InsertIndexAndTables	Inserts an index or a table of contents, figures, or authorities into the document		Insert menu	Alt I, D
InsertListNumField	Inserts a ListNum Field			Alt + Ctrl + L
InsertMergeField	Brings up a dialog to insert a mail merge field at the insertion point. (It does not intercept the button on the Mail merge. toolbar)			Alt + Shift + F
InsertNumberOfPages	Inserts a number of pages field		HeaderFooter toolbar	
InsertObject	Inserts an equation, chart, drawing, or some other object		Insert menu	
InsertOCXButton	Inserts a Button Control		Control toolbox toolbar	
InsertOCXCheckbox	Inserts a Checkbox Control		Ditto	
InsertOCXDropDownCombo	Inserts a Combobox Control		Ditto	
InsertOCXImage	Inserts an Image Control		Ditto	
InsertOCXLabel	Inserts a Label Control		Ditto	
InsertOCXListBox	Inserts a Listbox Control		Ditto	
InsertOCXOptionButton	Inserts a RadioButton Control		Ditto	
InsertOCXScrollbar	Inserts a Scrollbar Control		Ditto	
InsertOCXSpin	Inserts a Spin Control		Ditto	
InsertOCXTextBox	Inserts a Text Box Control		Ditto	
InsertOCXToggleButton	Inserts a Toggle Button Control		Ditto	
InsertPageBreak	Inserts a page break at the insertion point			Ctrl + Return
InsertPageField	Inserts a page number field		HeaderFooter toolbar	Alt + Shift + P
InsertPicture	Inserts a picture from a graphics file		Insert menu	
InsertSpike	Empties the spike AutoText entry and inserts all of its contents into the document			Ctrl + Shift + F3
InsertSubdocument	Opens a file and inserts it as a subdocument in a master document (but don't use Master documents!)		Outlining toolbar	
InsertSymbol	Inserts a special character		Insert menu	
InsertTimeField	Inserts a time field			Alt + Shift + T
Italic	Makes the selection italic (toggle)		Formatting toolbar	Ctrl + I
JustifyPara	Aligns the paragraph at both the left and the right indent		Formatting toolbar	Ctrl + J
LeftPara	Aligns the paragraph at the left indent		Formatting toolbar	Ctrl + L

Word Command	Description	Version	Menu	Shortcut
LineDown	Moves the insertion point down one line			Down arrow
LineDownExtend	Extends the selection down one line			Shift + down arrow
LineUp	Moves the insertion point up one line			Up arrow
LineUpExtend	Extends the selection up one line			Shift + up arrow
LockDocument	Toggles the file lock state of a Master Document (but avoid using Master Documents)		Outlining toolbar	
LockFields	Locks the selected fields to prevent updating			Ctrl + F11
Magnifier	Toggles between Edit mode and Zoom-in zoom-out mode		Print Preview toolbar	
MailMerge	Merges a mail merge document with its datafile to the printer, a new document, fax or email		Mail merge toolbar	
MailMergeCheck	Checks for errors in a mail merge			Alt + Shift + K
MailMergeCreateDataSource	Creates a new mail merge data source		Mail merge toolbar	
MailMergeDataForm	Edits a list or table in a form		Database toolbar	
MailMergeEditDataSource	Lets you edit a mail merge data source		Mail merge toolbar	Alt+Shift+E
MailMergeEditMainDocument	Switches to a mail merge main document		Database toolbar	
MailMergeFindRecord	Finds a specified record in a mail merge data source		Mail merge toolbar	
MailMergeFirstRecord	Displays the first record in the active mail merge data source (if The View Merged Data button is on)		Mail merge toolbar	
MailMergeGoToRecord	Displays the specified record in the active mail merge data source (if The View Merged Data button is on)		Mail merge toolbar	
MailMergeHelper	Prepares a main document for a mail merge		Tools menu & Mail merge toolbar	
MailMergeLastRecord	Displays the last record in the active mail merge data source (if The View Merged Data button is on)		Mail merge toolbar	
MailMergeToDoc	Collects the results of the mail merge in a document		Mail merge toolbar	Alt + Shift + N
MailMergeToPrinter	Sends the results of the mail merge to the printer		Mail merge toolbar	Alt Shift + M
MailMergeViewData	Toggles between viewing merge fields and actual data		Mail merge toolbar	
MarkCitation	Marks the text you want to include in the table of authorities			Alt + Shift + I
MarkIndexEntry	Marks the text you want to include in the index			Alt + Shift + X
MarkTableOfContentsEntry	Inserts a TC field (but it is far better to use Heading Styles to generate your Table of Contents instead)			Alt + Shift + O
MenuMode	Makes the menu bar active			Alt or F10
MergeSubdocument	Merges two adjacent subdocuments into one subdocument (but avoid using Master Documents)		Outlining toolbar	

Word Command	Description	Version	Menu	Shortcut
MicrosoftAccess	Starts or switches to Microsoft Access		Microsoft toolbar	
MicrosoftExcel	Starts or switches to Microsoft Excel		Microsoft toolbar	
MicrosoftFoxPro	Starts or switches to Microsoft FoxPro		Microsoft toolbar	
MicrosoftMail	Starts or switches to Microsoft Mail		Microsoft toolbar	
MicrosoftOnTheWeb1 through MicrosoftOnTheWeb17	Takes you to various locations on the MS site.		Word 97 Help menu	
MicrosoftPowerPoint	Starts or switches to Microsoft PowerPoint		Microsoft toolbar	
MicrosoftProject	Starts or switches to Microsoft Project		Microsoft toolbar	
MicrosoftPublisher	Starts or switches to Microsoft Publisher		Microsoft toolbar	
MicrosoftSchedule	Starts or switches to Microsoft Schedule+		Microsoft toolbar	
MicrosoftScriptEditor	Starts or switches to Microsoft Development Environment application, allowing you to view the HTML/XML source code that would be behind the document if it were in .htm format (or that is behind it if it already is in .htm format).	<9>		Alt + Shift + F11
MicrosoftSystemInfo	Execute the Microsoft System Info application			Alt + Ctrl + F1
MoveText	Moves the selection to a specified location without using the clipboard (press Return to execute the more)			F2
NextCell	Moves to the next table cell			Tab
NextField	Moves to the next field			F11
NextMisspelling	Find next spelling error			Alt + F7
NextObject	Moves to the next object on the page			Alt + down arrow
NextWindow	Switches to the next document window, equivalent to selecting a document from the Window menu.			Ctrl + F6
NormalStyle	Applies the Normal style			Ctrl+Shift+N
OfficeOnTheWeb	Word 2000 Help menu – takes you to Microsoft’s Office Update page.	<9>	Help	
OpenOrCloseUpPara	Sets or removes extra spacing above the selected paragraph			Ctrl + 0
OpenSubdocument	Opens a subdocument in a new window. (But avoid using Master Documents)		Double-clicking the little icon to the left of the first heading in a subdocument, when in Master Document view	

Word Command	Description	Version	Menu	Shortcut
OtherPane	Switches to another window pane in Normal View (for instance, if you have if you have a Footnotes pane open in Normal view and want to switch to the main document and back without closing the pane).			F6
OutlineCollapse	Collapses an Outline in Outline View by one level		Outlining toolbar	Alt + _
OutlineDemote	Demotes the selected paragraphs one heading level		Outlining toolbar	Alt+Shift+rt arrow
OutlineExpand	Expands an Outline in Outline View by one level		Outlining toolbar	Alt + +
OutlineMoveDown	Moves the selection below the next item in the outline		Outlining toolbar	Alt+Shift+down arrow
OutlineMoveUp	Moves the selection above the previous item in the outline		Outlining toolbar	Alt+Shift+up arrow
OutlinePromote	Promotes the selected paragraphs one heading level		Outlining toolbar	Alt+Shift+left arrow
OutlineShowFirstLine	Toggles between showing the first line of each paragraph only or showing all of the body text in the outline		Outlining toolbar	Alt + Shift + L
OutlineShowFormat	Toggles the display of character formatting in outline view		Outlining toolbar	
Overtyp	Toggles the typing mode between replacing and inserting			Ins
PageDown	Moves the insertion point and document display to the next screen of text			PgDn
PageDownExtend	Extends the selection and changes the document display to the next screen of text			Shift+ PgDn
PageUp	Moves the insertion point and document display to the previous screen of text			PgUp
PageUpExtend	Extends the selection and changes the document display to the previous screen of text			Shift + PgUp
ParaDown	Moves the insertion point to the beginning of the next paragraph			Ctrl + down arrow
ParaDownExtend	Extends the selection to the beginning of the next paragraph			Shift + Ctrl + down arrow
ParaUp	Moves the insertion point to the beginning of the previous paragraph			Ctrl + up arrow
ParaUpExtend	Extends the selection to the beginning of the previous paragraph			Shift + Ctrl + up arrow
PasteFormat	Applies the previously copied formatting to selection			Ctrl+Shift+V
PrevCell	Moves to the previous table cell			Shift + Tab
PrevField	Moves to the previous field			Shift + F11
PrevObject	Moves to the previous object on the page			Alt + up arrow
PrevWindow	Switches back to the previous document window			Ctrl + Shift + F6

Word Command	Description	Version	Menu	Shortcut
RemoveCellPartition	Displays the “Eraser” tool so that you can merge table cells by “rubbing out” the cell partitions (it’s much simpler to select Table + Merge cells though!)		Tables and Borders toolbar	
RemoveSubdocument	Merges the contents of the selected subdocuments into the master document that contains them (but don’t use this command, as it often corrupts the document)		Outlining toolbar	
RepeatFind	Repeats Go To or Find to find the next occurrence			Shift+F4
ResetChar	Makes the selection the default character format of the applied style			Ctrl+Spacebar
ResetPara	Makes the selection the default paragraph format of the applied style			Ctrl+Q
RightPara	Aligns the paragraph at the right indent		Formatting toolbar	Ctrl +R
SelectDrawingObjects	Use to select drawing objects -- drag to create a rectangle enclosing the objects		Drawing toolbar	
SendToFax	Send this document to fax		File menu	
SetDrawingDefaults	Changes the default drawing object properties to those of the currently selected object		Drawing toolbar	
ShowAll	Shows/hides all nonprinting characters		Standard toolbar	Ctrl + *
ShowAllHeadings	Displays all of the heading levels and the body text in Outline View		Outlining toolbar	Alt + Shift + A
ShowHeading1	Displays the level 1 headings only in Outline View		Outlining toolbar	
ShowHeading2	Displays the level 1 and 2 headings in Outline View		Outlining toolbar	
ShowHeading3	Displays the level 1 through 3 headings in Outline View		Outlining toolbar	
ShowHeading4	Displays the level 1 through 4 headings in Outline View		Outlining toolbar	
ShowHeading5	Displays the level 1 through 5 headings in Outline View		Outlining toolbar	
ShowHeading6	Displays the level 1 through 6 headings in Outline View		Outlining toolbar	
ShowHeading7	Displays the level 1 through 7 headings in Outline View		Outlining toolbar	
ShowHeading8	Displays the level 1 through 8 headings in Outline View		Outlining toolbar	
ShowHeading9	Displays the level 1 through 9 headings in Outline View		Outlining toolbar	
ShowNextHeaderFooter	Shows next section's header/footer in page layout view		Header/footer toolbar	
ShowPrevHeaderFooter	Shows previous section's header/footer in page layout view		Header/footer toolbar	
ShrinkFont	Decreases the font size of the selection			Ctrl + <
ShrinkFontOnePoint	Decreases the font size of the selection by one point			Ctrl + [
SmallCaps	Makes the selection small capitals (toggle)			Ctrl + Shift + K
SpacePara1	Sets the line spacing to single space			Ctrl + 1

Word Command	Description	Version	Menu	Shortcut
SpacePara15	Sets the line spacing to one-and-one-half space			Ctrl + 5
SpacePara2	Sets the line spacing to double space			Ctrl + 2
Spike	Deletes the selection and adds it to the "Spike" AutoText entry (which allows you to move text and graphics from nonadjacent locations)			Ctrl + F3
SplitSubdocument	Splits the selected part of a subdocument into another subdocument at the same level (but avoid using Master Documents)		Outlining toolbar	
StartOfColumn	Moves to the first cell in the current column			Alt + PgUp
StartOfDocExtend	Extends the selection to the beginning of the first line of the document			Ctrl+Shift+Home
StartOfDocument	Moves the insertion point to the beginning of the first line of the document			Ctrl +Home
StartOfLine	Moves the insertion point to the beginning of the current line			Home
StartOfLineExtend	Extends the selection to the beginning of the current line			Shift+Home
StartOfRow	Moves to the first cell in the current row			Alt+Home
StartOfWindow	Moves the insertion point to the beginning of the first visible line on the screen			Alt+Ctrl+PgUp
StartOfWindowExtend	Extends the selection to the beginning of the first visible line on the screen			Shift+ Alt+Ctrl+PgUp
Style	Activates the Style drop-down on the Formatting toolbar			Strl + Shift + S
Subscript	Makes the selection subscript (toggle)			Ctrl + =
Superscript	Makes the selection superscript (toggle)			Ctrl + +
SymbolFont	Applies the Symbol font to the selection			Ctrl + Shift + Q
TableAutoFormat	Applies a set of formatting to a table		Table menu, Tables and Borders toolbar	Alt A, F
TableDeleteColumn	Deletes the selected columns from the table		Word 2000 Table menu	
TableDeleteGeneral	Deletes the selected cells from the table		Word 97 Table menu	
TableDeleteRow	Deletes the selected rows from the table		Word 2000 Table menu	
TableFormatCell	Brings up the Table + Cell Height and width dialog (even in Word 2000) ; IN Word 97, intercepts the menu command		Word 97 Table menu	
TableFormula	Inserts a formula field into a table cell		Table menu	
TableGridlines	Toggles table gridlines on and off		Table menu	
TableHeadings	Toggles table headings attribute on and off		Table menu	Alt A, H

Word Command	Description	Version	Menu	Shortcut
TableInsertGeneral	Context-sensitive. Inserts a table, row, column or cell, depending on what is selected at the time		Standard toolbar, and Word 97 Table menu	
TableInsertRowAbove	Inserts one or more rows above the current one	<9>	Word 2000 Table menu	
TableMergeCells	Merges the selected table cells into a single cell		Table menu	
TableSelectCell	Selects the current cell in a table	<9>	Word 2000 Table menu	
TableSelectColumn	Selects the current column in a table		Table menu	Alt + click (Alt + drag to select several)
TableSelectRow	Selects the current row in a table		Table menu	Click in left margin
TableSelectTable	Selects an entire table		Table menu	Alt + double-click
TableSort	Rearranges the selection into a specified order		Table menu	
TableSortAToZ	Sorts records in ascending order (A to Z)		Database toolbar	
TableSortZToA	Sorts records in descending order (Z to A)		Database toolbar	
TableSplit	Inserts a paragraph mark above the current row in the table		Table menu	
TableSplitCells	Splits the selected table cells		Table menu	
TableToOrFromText	Converts the text to a table or vice versa		Word 97 Table menu	
TableUpdateAutoFormat	Updates the table formatting to match the applied Table Autoformat settings			Alt + Ctrl + U
TextBoxLinking	Creates a forward link to another text box		Text box toolbar & rt-click menu	
TextBoxUnlinking	Breaks the forward link to another text box		Text box toolbar & rt-click menu	
TextFormField	Inserts a text form field		Forms toolbar	
ToggleFieldDisplay	Shows the field codes or the results for the selection (toggle)		Rt-click menu	Shift + F9 (Alt + F9 toggles all field codes on or off)
ToggleFormsDesign	Enables forms using OLE controls to be created. However, OLE controls make documents horrendously slow.		Control toolbox toolbar	
ToggleFull	Toggles full screen mode on/off		View menu	
ToggleHeaderFooterLink	Links or unlinks this header/footer to or from the previous section		Header/footer toolbar	
ToggleMainTextLayer	Toggles showing the main text layer when in a Header or footer		Header/footer toolbar	
ToggleMasterSubdocs	Switches between hyperlinks and subdocuments (but avoid Master Documents!). The toolbar button's tooltip says "Collapse" or "Expand Subdocuments".		Outlining toolbar	

Word Command	Description	Version	Menu	Shortcut
ToolsAddRecordDefault	Adds a record to a database (or a row to the end of a table)		Database toolbar	
ToolsAutoCorrect	Displays the Autocorrect tab of the Tools Autocorrect dialog (does not intercept the menu command).		Tools menu	
ToolsAutoManager	Displays the Tools + Autocorrect dialog		Tools menu	
ToolsAutoSummarize	Automatically generates a summary of the active document		Tools menu	
ToolsCompareVersions	Compares the active document with an earlier version (Tools + Compare Documents)		Tools menu	
ToolsCustomize	Allows you to customize the Word user interface (menus, keyboard and toolbars) and store the customizations in a template (defaults to Normal.dot, so be careful!)		Tools menu	Alt T, C
ToolsCustomizeAddMenuShortcut	Allows you to copy an item from a toolbar to the main menu, or to copy a nested menu item to its main menu. However, it works with some buttons and not others, and it does not give you any control over where the item gets added (that's all "taken care of" for you by Microsoft). Using Tools + Customise works much better. But for the record, an example of the former is: press Alt+Ctrl+=, then click on the "Insert Microsoft Excel Worksheet" menu on the standard toolbar. You'll find that the button has now been added to the Insert menu. An example of the latter: press Alt+Ctrl+= and click on Insert + Picture + From File. The button gets inserted (without being nested) on the main Insert menu. But you can do this far more straightforwardly and with much more control if you use Tools + Customize instead.			Alt + Ctrl + = (The equals sign on the main keyboard, not the one on the numeric keypad)
ToolsCustomizeRemoveMenuShortcut	Allows you to delete a menu sub-item without having to use the Customize dialog. Does not work with toolbar buttons (you can use Alt- + drag to remove those). Press Alt+Ctrl+Hyphen, and the mouse cursor changes to a thick black bar. Pull down a menu and click on the item you want to remove. But be extremely careful - it's easy to remove the wrong thing by mistake! The main reason it can be useful is that it's the only way to remove an individual item from the Most Recently Used Files list without resorting to a macro. But the macro-based solution for that is much easier - see: www.mvps.org/word/FAQs/Customization/OpenMostRecentlyUsed.htm for details			Alt + Ctrl + - (The hyphen on the main keyboard, not the one on the numeric keypad)

Word Command	Description	Version	Menu	Shortcut
ToolsCustomizeKeyboard	Customizes the Word key assignments		Tools + Customize dialog, Keyboard button	
ToolsEnvelopesAndLabels	Creates or prints an envelope, a label, or a sheet of labels		Tools menu	
ToolsHyphenation	Changes the hyphenation settings for the active document		Tools menu (under Language!)	
ToolsLanguage	Changes the language formatting of the selected characters		Tools menu (Language + Set Language)	
ToolsMacro	Runs, creates, deletes, or revises a macro		Tools menu (Macro + Macros)	Alt + F8
ToolsManageFields	Adds or deletes a field from a database (in English that means it adds or removes columns from the current table)		Database	
ToolsOptions	Changes various categories of Word for Windows options		Tools menu	
ToolsProofing	Checks the spelling and grammar in the active document		Tools menu	F7
ToolsProtectUnprotectDocument	Sets protection for the active document		Tools menu	
ToolsRecordMacroToggle	Turns macro recording on or off		Visual Basic toolbar	
ToolsRemoveRecordDefault	Removes a record from a database (or in English, deletes the current row from a table)		Database toolbar	
ToolsReviewRevisions	Displays the Accept or Reject changes dialog		Tools menu	
ToolsRevisionMarksToggle	Toggles track changes for the active document			Ctrl + Shift + E
ToolsShrinkToFit	Attempts to make the document fit on one less page		Print Preview toolbar	
ToolsThesaurus	Finds a synonym for the selected word		Tools menu (under Language)	Shift + F7
ToolsWordCount	Displays the word count statistics of the active document		Tools menu	
TopAlign	Aligns cell content to the top of cell – very useful and unfortunately, not accessible via the default Word 2000. menus. It is well worth replacing the Word 2000 Cell Alignment buttons on the right-click table menus and on the Tables and Borders toolbar, with BottomAlign, CenterAlign and TopAlign buttons. The Word 2000 buttons, unfortunately, apply manual left center or justified paragraph formatting to the text in the cells, which is the last thing you would ever want to happen!		Word 97 right-click menus and Word 97 Tables and Borders menu	

Word Command	Description	Version	Menu	Shortcut
TopCenterAlign	Aligns cell content to the top-center of cell (yuckk!!)	<9>	Word 2000 right-click menus and Word 2000 Tables and Borders menu	
TopLeftAlign	Aligns cell content to the top-left of cell (yuckk!!)	<9>	Word 2000 right-click menus and Word 2000 Tables and Borders menu	
TopRightAlign	Aligns cell content to the top-right of cell (yuckk!!)	<9>	Word 2000 right-click menus and Word 2000 Tables and Borders menu	
Underline	Formats the selection with a continuous underline (toggle)		Formatting toolbar	Ctrl+U
UnHang	Decreases the hanging indent			Ctrl + Shift + T (or drag the ruler)
UnIndent	Moves the left indent to the previous tab stop			Ctrl + Shift + M (or drag the ruler)
UnlinkFields	Permanently replaces the field codes with the results			Ctrl+Shift+F9
UnlockFields	Unlocks the selected fields for updating			Ctrl + Shift + F11
UpdateFields	Updates and displays the results of the selected fields			F9
UpdateSource	Copies the modified text of a linked file back to its source file			Ctrl + Shift + F7
ViewAnnotations	Show or hide the comment pane		View menu (View + Comments)	Hover over comment
ViewBorderToolbar	Shows or hides the Tables and Borders toolbar		Standard toolbar (but you can right-click on any toolbar to select which toolbars should be visible)	
ViewCode	View Code for Selected Control		Control toolbox toolbar and right-click menu	
ViewDocumentMap	Toggles state of the Document Map (warning – the Document Map has a way of destroying documents; Outline View is much safer).		View menu and Standard toolbar	

Word Command	Description	Version	Menu	Shortcut
ViewDrawingToolbar	Shows or hides the Drawing toolbar		Standard toolbar (but you can right-click on any toolbar to select which toolbars should be visible)	
ViewEndnoteArea	If in Normal View, opens a pane for viewing and editing the endnote (toggle). If in Page/Print Layout View, switches from the body text to the endnote or vice versa			Dbl-click the endnote reference
ViewEndnoteContNotice	Opens a pane for viewing and editing the endnote continuation notice		Endnote pane (in Normal View)	
ViewEndnoteContSeparator	Opens a pane for viewing and editing the endnote continuation separator		Endnote pane (in Normal View)	
ViewEndnoteSeparator	Opens a pane for viewing and editing the endnote separator		Endnote pane (in Normal View)	
ViewFieldCodes	Shows the field codes or results for all fields (toggle)			At + F9
ViewFootnoteArea	If in Normal View, opens a pane for viewing and editing the footnote (toggle). If in Page/Print Layout View, switches from the body text to the footnote or vice versa.			Dbl-click the footnote reference
ViewFootnoteContNotice	Opens a pane for viewing and editing the footnote continuation notice		Footnote pane (in Normal View)	
ViewFootnoteContSeparator	Opens a pane for viewing and editing the footnote continuation separator		Footnote pane (in Normal View)	
ViewFootnotes	If in Normal View, opens a pane for viewing and editing footnotes and endnotes (toggle). If in Page/Print Layout View, switches from the body text to the footnotes/endnotes or vice versa.		View menu	Alt V, F
ViewFootnoteSeparator	Opens a pane for viewing and editing the footnote separator		Footnote pane (in Normal View)	
ViewHeader	Displays header in page layout view		View menu	Alt V, H
ViewNormal	Changes the editing view to normal view		View menu	Alt V, N (or Alt + Ctrl + N)
ViewOnline	Displays the document as it would appear in IE5 if saved as an htm file. Intercepts the Word 97 menu command but not the Word 2000 one (brilliantly thought out compatibility strategy!)		Word 97 View menu	

Word Command	Description	Version	Menu	Shortcut
ViewOutline	Displays a document's outline		View menu	Alt V, O (or Alt + Ctrl + O)
ViewPage	Displays the page more-or-less as it will be printed, and allows editing (In Word 2000 the menu item is called Print Layout, but fortunately the command hasn't changed).		View menu	Alt V, P (or Alt + Ctrl + P)
ViewSecurity	Displays the Security settings dialog	<9>	Word 2000 Tools menu (under Macro)	
ViewToggleMasterDocument	Switches between Outline and Master Document views (but avoid using Master Documents)		Outlining toolbar	
ViewVBCode	Shows the VB editing environment (Tools + Macro + Visual Basic Editor)		Tools menu	Alt + F11
ViewWeb	Displays the document as it would appear in IE5 if saved as an htm file. Intercepts the Word 97 menu command but not the Word 2000 one (brilliantly thought out compatibility strategy!)	<9>	Word 2000 View menu	
ViewZoom	Displays a dialog to scale the editing view		View menu	
WebAddToFavorites	Add to Favourites		Web toolbar	
WebGoBack	Backward hyperlink (useful if you clicked on a page number hyperlink in the table of contents and then want to return to the TOC)		Web toolbar	Alt + left arrow
WebGoForward	Forward hyperlink		Web toolbar	Alt + rt arrow
WebHideToolbars	Hide other toolbars		Web toolbar	
WebOpenInNewWindow	Open in New Window		Web toolbar	
WebStopLoading	Stop current jump		Web toolbar	
WindowArrangeAll	Arranges windows as non-overlapping tiles		Window menu	Alt W, A
WindowNewWindow	Opens another window for the active document		Window menu	
WordLeft	Moves the insertion point to the left one word			Ctrl + left arrow
WordLeftExtend	Extends the selection to the left one word			Shift + Ctrl + left arrow
WordRight	Moves the insertion point to the right one word			Ctrl + rt arrow
WordRightExtend	Extends the selection to the right one word			Shift + Ctrl + rt arrow
WordUnderline	Underlines the words but not the spaces in the selection (toggle)			Ctrl + Shift + W