

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
ActivateObject	Activates an object			
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
AppMinimize	Minimizes the application window to an icon			
AppMove	Changes the position of the application window			
AppRestore	Restores the application window to normal size			Alt + F5
AppSize	Changes the size of the application window			
AutoFitContent	Auto-Fit Table to the contents	<9>		
AutoFitFixed	Set table size to a fixed width	<9>		
AutoFitWindow	Auto-Fit Table to the window	<9>		
AutoMarkIndexEntries	Inserts index entries using an automark file			
AutomaticChange	Performs the suggested AutoFormat action			
AutoScroll	Starts scrolling the active document			
AutoSummarizeClose	Turns AutoSummarize view off			
AutoSummarizePercentOfOriginal	Changes the size of the automatic summary			
AutoSummarizeToggleView	Switches how Word displays a summary: highlighting summary text, or hiding everything but the summary.			
AutoSummarizeUpdateFileProperties	Updates File/Properties information with the current summary			
AutoText	Creates or inserts an AutoText entry depending on the selection			
Bold	Makes the selection bold (toggle)		Formatting toolbar	Ctrl+B
BoldRun	Makes the current run in the selection bold (toggle) - whatever that means!	<9>		
BorderAll	Toggles all the borders of the selected table cells on or off			
BorderBottom	Changes the bottom border of the selected paragraphs, table cells, and pictures			

Word Command	Description	Version	Menu	Shortcut
BorderHoriz	Changes the horizontal borders of the selected table cells			
BorderInside	Changes the inside borders of the selected paragraphs, table cells, and pictures			
BorderLeft	Changes the left border of the selected paragraphs, table cells, and pictures			
BorderLineColor	Changes border line color of the selected paragraphs, table cells, and pictures			
BorderLineStyle	Changes border line styles of the selected paragraphs, table cells, and pictures			
BorderLineWeight	Changes border line weights of the selected paragraphs, table cells, and pictures			
BorderNone	Removes borders from the selected paragraphs, table cells, and pictures			
BorderOutside	Changes the outside borders of the selected paragraphs, table cells, and pictures			
BorderRight	Changes the right border of the selected paragraphs, table cells, and pictures			
BorderTLtoBR	Changes the top left to bottom right diagonal of the selected table cells	<9>		
BorderTop	Changes the top borders of the selected paragraphs, table cells, and pictures			
BorderTRtoBL	Changes the top right to bottom left diagonal of the selected table cells	<9>		
BorderVert	Changes the vertical borders of the selected table cells			
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	

Word Command	Description	Version	Menu	Shortcut
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
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
CellOptions	Changes the height and width of the rows and columns in a table	<9>		
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
ChangeByte	Changes between wide and narrow versions of the letters in the selection	<9>		
ChangeCase	Changes the case of the letters in the selection			Shift+F3
ChangeKana	Changes the characters in the selection between Katakana and Hiragana	<9>		

Word Command	Description	Version	Menu	Shortcut
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
CharScale	Applies scaling to the selection			
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
ClosePreview	Exits print preview			
CloseUpPara	Removes extra spacing above the selected paragraph			
CloseViewHeaderFooter	Returns to document text			
ColumnSelect	Selects a columnar block of text			Alt+Drag (or press Ctrl + Shift + F8 and drag, but Alt + Drag is far easier!)
CommaAccent	Formats the selection with comma accents (toggle)			
Connect	Connects to a network drive			
ContextHelp	Turn on and off context sensitive help via the F1 key	<9>		
ControlRun	Displays the Control Panel or the Clipboard			
ConvertObject	Converts or activates an object as another type			
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
CreateSubdocument	Transforms the selected outline items into subdocuments			
CreateTable	Displays Table toolbar			
CreateTask	Creates a Microsoft Outlook task from the current selection			
DecreaseIndent	Decreases indent or promotes the selection one level		Formatting toolbar	
DefaultCharBorder	Default Character Border	<9>		
DefaultCharShading	Default Character Shading	<9>		
DeleteAnnotation	Delete comment			
DeleteBackWord	Deletes the previous word without putting it on the Clipboard			Ctrl+ Backspace

Word Command	Description	Version	Menu	Shortcut
DeleteHyperlink	Remove Hyperlink	<9>		
DeleteWord	Deletes the next word without putting it on the Clipboard			Ctrl + Del
DemoteList	Demotes the selection one level (but this is NOT the OutlineDemote command, and doesn't work as well as OutlineDemote)			
DemoteToBodyText	Applies the Normal style and converts the selected headings to body text (although you could simply apply the Normal style instead, using Ctrl+Shift+N)			
DiacriticColor	Changes the color of the Diacritics (whatever that's supposed to mean!)	<9>		
DisplayDetails	Displays the Details of the selected address (whatever that's supposed to mean! Something to do with Outlook)			
DistributeColumn	Evenly distributes selected columns or all columns if none selected		Table menu	
DistributePara	Force-justifies paragraph	<9>		
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
DocMinimize	Minimizes the active window to an icon			
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	
DottedUnderline	Underlines the selection with dots (toggle)			
DoubleStrikethrough	Makes the selection double strikethrough (toggle)			
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	

Word Command	Description	Version	Menu	Shortcut
DrawBringInFrontOfText	Brings the selected drawing objects in front of text			
DrawBringToFront	Brings the selected drawing objects to the front		Draw menu	
DrawCallout	Inserts a callout drawing object			
DrawDisassemblePicture	Disassembles the selected metafile picture into drawing objects			
DrawDuplicate	Duplicates the selected drawing objects (without using the clipboard)			
DrawFlipHorizontal	Flips the selected drawing objects from left to right			
DrawFlipVertical	Flips the selected drawing objects from top to bottom			
DrawGroup	Groups the selected drawing objects		Draw menu	Alt R, G
DrawInsertWordPicture	Opens a separate window for creating a picture object or inserts the selected drawing objects into a picture			
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
DrawResetWordPicture	Sets document margins to enclose all drawing objects on the page			
DrawReshape	Displays resizing handles on selected freeform drawing objects. Drag a handle to reshape the object			
DrawRotateLeft	Rotates the selected drawing objects 90 degrees to the left			
DrawRotateRight	Rotates the selected drawing objects 90 degrees to the right			
DrawSelectNext	Selects the next drawing object			
DrawSelectPrevious	Selects the previous drawing object			
DrawSendBackward	Sends the selected drawing objects backward		Draw menu	
DrawSendBehindText	Sends the selected drawing objects behind the text			
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
DrawUnselect	Deselects a drawing object			
DrawVerticalTextBox	Inserts an empty vertical text box or encloses the selected item in a vertical textbox	<9>		
DropDownFormField	Inserts a drop-down form field		Forms toolbar	

Word Command	Description	Version	Menu	Shortcut
EditAutoText	Inserts or defines AutoText entries (but doesn't intercept the menu command)			
EditBookmark	Brings up the bookmark dialog		Insert menu	Ctrl+Shift+F5 (Or: Alt I, K)
EditClear	Performs a forward delete or removes the selection without putting it on the Clipboard		Edit menu	Del
EditConvertAllEndnotes	Converts all endnotes into footnotes			
EditConvertAllFootnotes	Converts all footnotes into endnotes			
EditConvertNotes	Converts selected footnotes into endnotes, or converts selected endnotes into footnotes			
EditCopy	Copies the selection and puts it on the Clipboard		Edit menu & Standard toolbar	Ctrl+C
EditCopyAsPicture	Copies the selection and puts it on the Clipboard as a picture			
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
EditHyperlink	Edit Hyperlink (does not intercept the menu command)			
EditIMEReconversion	Reconvert using IME (whatever that means!)	<9>		
EditLinks	Allows links to be viewed, updated, opened, or removed		Edit menu	Alt E, K
EditObject	Opens the selected object for editing			
EditPaste	Inserts the Clipboard contents at the insertion point		Edit menu & Standard toolbar	Ctrl+V
EditPasteAsHyperlink	Inserts the Clipboard contents as a hyperlink object			
EditPasteAsNestedTable	If a table has been copied, and if pasting into a table cell, pastes it as a nested table (not supported in Word 97). Unfortunately, this is the default paste behaviour anyway in Word 2000.	<9>		
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

Word Command	Description	Version	Menu	Shortcut
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
EditSwapAllNotes	Changes all footnotes to endnotes and all endnotes to footnotes			
EditTOACategory	Modifies the category names for the table of authorities			
EditUndo	Reverses the last action		Edit menu & Standard toolbar	Ctrl+Z
EditUpdateIMEDic	Update IME dictionary (whatever that means!)	<9>		
EditWrapBoundary	Edit the wrapping boundary for a picture or drawing object			
EmailCheckNames	Verifies the recipient names in the e-mail envelope	<9>		
EmailEnvelope	Displays or hides the e-mail "envelope"	<9>		
EmailFlag	Displays the envelope's message flag dialog	<9>		
EmailFocusSubject	Switches focus to the e-mail envelope's subject field	<9>		
EmailMessageOptions	Displays the e-mail envelope's options dialog	<9>		
EmailOptions	Changes various categories of Word's E-Mail options	<9>		
EmailSaveAttachment	Saves the attachments of a e-mail envelope message	<9>		
EmailSelectBccNames	Displays the e-mail address book to add recipients to the Bcc field	<9>		
EmailSelectCcNames	Displays the e-mail address book to add recipients to the Cc field	<9>		
EmailSelectNames	Displays the e-mail address book	<9>		
EmailSelectToNames	Displays the e-mail address book to add recipients to the To field	<9>		
EmailSend	Executes the e-mail envelope's Send command	<9>		
EmailSignatureOptions	Create or changes AutoSignature entries	<9>		
EndOfColumn	Moves to the last cell in the current table column			Alt + PageDn (to select to end of column, use Alt + Shift + PgDn)

Word Command	Description	Version	Menu	Shortcut
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
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	
FileConfirmConversions	Toggles asking the user to confirm the conversion when opening a file.			

Word Command	Description	Version	Menu	Shortcut
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)
FileFind	Locates the documents in any directory, drive, or folder			
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
FileNewDialog	Creates a new document or template (brings up the dialog) - although Word claims otherwise (well they probably had too much to drink when they documented it).	<9>		
FileNewEmail	Creates a new email message	<9>		
FileNewPrint	Same as FileNewDefault (another drunken binge?)	<9>		
FileNewWeb	Creates a new document based on the Normal template which, when you save it, will default to saving it as a web page.	<9>		
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
FilePost	Puts the active document into an Exchange folder			
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
FilePrintPreviewFullScreen	According to Word it toggles full screen, but it doesn't actually do anything at all - this is not the View + Full screen command.			

Word Command	Description	Version	Menu	Shortcut
FilePrintSetup	Changes the printer and the printing options without bringing up the Print menu			
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	
FileSaveFrameAs	Saves a copy of the current web frame document in a separate file Don't confuse web frames with Word frames - Word frames (which you can insert using the Forms toolbar) are a bit like textboxes and are very useful, but this command relates to web frames.	<9>		
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	
FileSaveVersion	Saves a new version of a document (use at your peril!). Not the menu command (which is FileVersions)			
FileSendMail	Sends the active document through electronic mail		File menu	
FileSummaryInfo	Shows the summary information about the active document (was a predecessor to FileProperties, kept for backward compatibility)			
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	
(Office 9 and above)				
Font	Activates the Fonts listbox on the formatting toolbar		Formatting toolbar	Ctrl+Shift+F
FontColor	Changes the colour of the selected text to the current default colour as defined in the Font Colour button on the Formatting toolbar.			

Word Command	Description	Version	Menu	Shortcut
FontSizeSelect	Activates the Font Size drop-down on the formatting toolbar		Formatting toolbar	Ctrl+Shift+P
FontSubstitution	Changes the document's font mapping			
FormatAddrFonts	Formats the delivery address font for envelopes			
FormatAutoFormat	Automatically formats a document (or sometimes, automatically screws it up)		Format menu	Alt + Ctrl + K
FormatAutoFormatBegin	Automatically formats a document			
FormatBackgroundFillEffect	Provides fill effects for the background color (only useful for creating web pages, as background colours do not print)		Format menu	
FormatBackgroundMoreColors	Provides more color choices for the background color			
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	
FormatCallout	Formats the selected callouts or sets callout defaults			
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	
FormatDrawingObject	Changes the properties of the selected drawing objects			
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	
FormatFitText	Doesn't appear to do anything	<9>		
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	

Word Command	Description	Version	Menu	Shortcut
FormatHeaderFooterLink	Links the current header/footer to the previous section (but does not intercept the button on the Header Footer toolbar)			Alt + Shift + R
FormatHeadingNumbering	Brings up the Outline tab of the Format Bullets and Numbering dialog (use at your peril – it's far better to define styles)			
FormatHorizontalInVertical	Doesn't appear to do anything	<9>		
FormatLineColor	Applies the current default line colour (as set in the line colour button on the Drawing toolbar) to any selected drawing objects			
FormatMultilevelDefault	Creates a numbered list based on the current defaults (use at your peril – much better to apply styles)			
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
FormatPhoneticGuide	Inserts a Phonetic Guide field in the active document	<9>	Word 2000 Extended Formatting toolbar	
FormatPicture	Changes the picture scaling, size, and cropping information (but does not intercept the menu command)			
FormatRetAddrFonts	Formats the return address font for envelopes			
FormatSectionLayout	Changes the page format of the selected sections			
FormatSimpleNumberDefault	Creates a numbered list based on the current defaults (use at your peril – applying styles is much better)			
FormatStyle	Applies, creates, or modifies styles		Format menu	Alt O, S
FormatStyleGallery	Apply styles from other templates to the current document (note doing this is the very bad practice, bring contrary to the entire philosophy of using templates).			
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	

Word Command	Description	Version	Menu	Shortcut
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
GotoCommentScope	Doesn't seem to do anything			
GoToHeaderFooter	Jumps between Header and Footer		HeaderFooter toolbar	
GoToNextComment	Jumps to the next comment in the active document (but you can also do this using Edit + Goto)			
GoToNextEndnote	Jumps to the next endnote in the active document (but you can also do this using Edit + Goto)			
GoToNextFootnote	Jumps to the next footnote in the active document (but you can also do this using Edit + Goto)			
GotoNextLinkedTextBox	Selects the next linked text box		Text box toolbar & rt-click menu	

Word Command	Description	Version	Menu	Shortcut
GoToNextPage	Jumps to the top of the next page in the active document (you can also do this using Edit + Goto, and if you're lucky, with the Browse Next button at the bottom of the vertical scrollbar; or you can assign it to a shortcut of your own. Alternatively, if you want to be able to go down one full page, so you go to the same relative position on the next page as on the current one, assign the NextPage command to a shortcut instead).			
GoToNextSection	Jumps to the next section in the active document (but you can also do this using Edit + Goto)			
GoToPreviousComment	Jumps to the previous comment in the active document (but you can also do this using Edit + Goto)			
GoToPreviousEndnote	Jumps to the previous endnote in the active document (but you can also do this using Edit + Goto)			
GoToPreviousFootnote	Jumps to the previous footnote in the active document (but you can also do this using Edit + Goto)			
GoToPreviousPage	Jumps to the top of the previous page in the active document (you can also do this using Edit + Goto, and if you're lucky, with the Browse Previous button at the bottom of the vertical scrollbar; or you can assign it to a shortcut of your own. Alternatively, if you want to be able to go up one full page, so you go to the same relative position on the previous page as on the current one, assign the PrevPage command to a shortcut instead).			
GoToPreviousSection	Jumps to the previous section in the active document (but you can also do this using Edit + Goto)			
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 +]
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	

Word Command	Description	Version	Menu	Shortcut
HelpAW	Locates Help topics based on an entered question or request			
HelpContentsArabic	Displays Arabic Help contents			
HelpPSSHelp	Displays information about the support available for Microsoft Word			
HelpTipOfTheDay	Displays a Word Tip of the Day			
HelpTool	Lets you get help on a command or screen region or examine text properties			Shift + F1
HelpUsingHelp	Displays the instructions for how to use Help			
HelpWordPerfectHelp	Shows the equivalent for a WordPerfect command			
HelpWordPerfectHelpOptions	Customizes WordPerfect Help			
Hidden	Makes the selection hidden text (toggle)			Ctrl + Shift + H
Highlight	Applies color highlighting to the selection			
HyperlinkOpen	Connect to a hyperlink's address			Click on it
IncreaseIndent	Increases indent or demotes the selection one level			
Indent	Moves the left indent to the next tab stop			Ctrl + M (or drag the ruler)
InsertAddCaption	Adds a new caption type			
InsertAddress	Inserts an address from your Personal Address Book			
InsertAnnotation	Inserts a comment		Insert menu	Alt + Ctrl + M (or Alt I, M)
InsertAutoCaption	Defines which objects are inserted with a caption (you can also get to this dialog by selecting Insert + Caption + AutoCaption, but the command won't intercept doing that)			
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
InsertCaptionNumbering	Sets the number for a caption type (you can also get to this dialog by clicking on the Numbering button after selecting Insert + Caption)			
InsertChart	Inserts a Microsoft Graph object			
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	

Word Command	Description	Version	Menu	Shortcut
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	
InsertDrawing	Inserts picture object (not a Drawing object as it claims to)			
InsertEmSpace	Inserts an EM space			
InsertEndnoteNow	Inserts an endnote reference at the insertion point without displaying the dialog			Alt + Ctrl + D
InsertEnSpace	Inserts an EN space			
InsertEquation	Inserts a Microsoft Equation object			
InsertExcelTable	Inserts a Microsoft Excel worksheet object (but does not intercept the command on the Standard toolbar)			
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
InsertFormField	Inserts a new form field			
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
InsertIndex	Collects the index entries into an index			
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
InsertNumber	Pretty pointless command, just inserts a number as a formula field	<9>		
InsertNumberOfPages	Inserts a number of pages field		HeaderFooter toolbar	
InsertObject	Inserts an equation, chart, drawing, or some other object		Insert menu	

Word Command	Description	Version	Menu	Shortcut
InsertOCX	Inserts the selected OCX control or Registers a new OCX control			
InsertOCXButton	Inserts a Button Control		Control toolbox toolbar	
InsertOCXCheckbox	Inserts a Checkbox Control		Ditto	
InsertOCXDropdownCombo	Inserts a Combobox Control		Ditto	
InsertOCXFrame	Inserts a Frame Control			
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	
InsertOfficeDrawing	Inserts a Microsoft Draw 8.0 object (only it doesn't!)			
InsertPageBreak	Inserts a page break at the insertion point			Ctrl + Return
InsertPageField	Inserts a page number field		HeaderFooter toolbar	Alt + Shift + P
InsertPageNumbers	Adds page numbers to the top or the bottom of the pages – but it is usually much better to use the buttons on the Header/footer toolbar			
InsertPhotoEditorScan	Inserts a Microsoft Photo Editor object			
InsertPicture	Inserts a picture from a graphics file		Insert menu	
InsertPictureBullet	Inserts a picture as a bullet			
InsertSectionBreak	Ends a section at the insertion point			
InsertSound	Inserts a sound object into the document			
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	
InsertTableOfAuthorities	Collects the table of authorities entries into a table of authorities			
InsertTableOfContents	Collects the headings or the table of contents entries into a table of contents			
InsertTableOfFigures	Collects captions into a table of figures			

Word Command	Description	Version	Menu	Shortcut
InsertTimeField	Inserts a time field			Alt + Shift + T
InsertVerticalFrame	Does the same as InsertFrame except that the text in the frame is vertical	<9>		
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
LetterProperties	Runs the Microsoft Letter wizard			
LetterWizard	Runs the Microsoft Letter wizard			
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
ListCommands	Create a table of Word commands, with key and menu assignments (although unfortunately, the commands aren't listed with their correct names; and the descriptions aren't listed; hence this article)			
ListIndent	Demotes the selection one level (but OutlinePromote works much better)			
ListOutdent	Promotes the selection one level (but OutlineDemote works much better)			
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
LTRMacroDialogs	Makes macro dialogs display left-to-right, if they currently display right-to-left	<9>		
LtrPara	For all selected paragraphs, this method sets the reading order to left-to-right. If a paragraph with a right-to-left reading order is also right-aligned, this method reverses its reading order and sets its paragraph alignment to left-aligned.	<9>		
LtrRun	As above but for all contiguous characters sharing the same ReadingOrder attributes.	<9>		
Magnifier	Toggles between Edit mode and Zoom-in zoom-out mode		Print Preview toolbar	
MailCheckNames	Checks the recipient names of a mail message			

Word Command	Description	Version	Menu	Shortcut
MailHideMessageHeader	Shows/hides the mail message header for Word as Email editor			
MailMerge	Merges a mail merge document with its datafile to the printer, a new document, fax or email		Mail merge toolbar	
MailMergeAskToConvertChevrons	Toggles asking the user about converting Word for the Macintosh mail merge chevrons			
MailMergeCheck	Checks for errors in a mail merge			Alt + Shift + K
MailMergeConvertChevrons	Toggles converting Word for the Macintosh mail merge chevrons			
MailMergeCreateDataSource	Creates a new mail merge data source		Mail merge toolbar	
MailMergeCreateHeaderSource	Creates a new mail merge header source			
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
MailMergeEditHeaderSource	Opens a mail merge header source			
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	
MailMergeInsertAsk	Inserts a Word Ask field at the insertion point			
MailMergeInsertFillIn	Inserts a Word FILLIN field at the insertion point			
MailMergeInsertIf	Inserts a Word field at the insertion point			
MailMergeInsertMergeRec	Inserts a Word record field at the insertion point			
MailMergeInsertMergeSeq	Inserts a Word sequence field at the insertion point			
MailMergeInsertNext	Inserts a Word next field at the insertion point			
MailMergeInsertNextIf	Inserts a Word next if field at the insertion point			
MailMergeInsertSet	Inserts a Word set field at the insertion point			
MailMergeInsertSkipIf	Inserts a Word skip if field at the insertion point			
MailMergeLastRecord	Displays the last record in the active mail merge data source (if The View Merged Data button is on)		Mail merge toolbar	
MailMergeNextRecord	Displays the next record in the active mail merge data source (if The View Merged Data button is on)			

Word Command	Description	Version	Menu	Shortcut
MailMergeOpenDataSource	Opens a data source for mail merge or insert database			
MailMergeOpenHeaderSource	Opens a header source for mail merge			
MailMergePrevRecord	Displays the previous record in the active mail merge data source (if The View Merged Data button is on)			
MailMergeQueryOptions	Sets the query options for a mail merge (very useful; worth adding to the mail merge toolbar)			
MailMergeReset	Resets a mail merge main document to a normal document			
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
MailMergeUseAddressBook	Opens an address book as a data source for mail merge			
MailMergeViewData	Toggles between viewing merge fields and actual data		Mail merge toolbar	
MailMessageDelete	Deletes a mail message			
MailMessageForward	Forwards a mail message			
MailMessageMove	Moves a mail message			
MailMessageNext	Goes to the next mail message			
MailMessagePrevious	Goes to the previous mail message			
MailMessageProperties	Sets the properties of the mail message			
MailMessageReply	Replies to a mail message			
MailMessageReplyAll	Replies All to a mail message			
MailSelectNames	Selects the recipients of a mail message			
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	
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	

Word Command	Description	Version	Menu	Shortcut
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
NewToolbar	Creates a new toolbar			
NextCell	Moves to the next table cell			Tab
NextField	Moves to the next field			F11
NextInsert	Returns to the next insertion point			
NextMisspelling	Find next spelling error			Alt + F7
NextObject	Moves to the next object on the page			Alt + down arrow
NextPage	Moves to the next page, but unlike the GotoNextPage command, it moves down one full page.			
NextWindow	Switches to the next document window, equivalent to selecting a document from the Window menu.			Ctrl + F6
NormalFontPosition	Removes the raised or lowered font attribute			
NormalFontSpacing	Removes the expanded or condensed font attribute			
NormalStyle	Applies the Normal style			Ctrl+Shift+N
NormalViewHeaderArea	Switches between the current primary Header and the main document; if in Normal view, displays the Header in a Header pane, so you can remain in Normal View. This would be useful if it weren't for the fact that there is no way (without using a macro) of going to any Header pane other than the primary one (so no way of getting to the First Page Header pane, for instance).			
NoteOptions	Changes the options for footnotes or endnotes			
OfficeOnTheWeb	Word 2000 Help menu – takes you to Microsoft's Office Update page.	<9>	Help	
OK	Confirms a location for copying or moving the selection			
OnlineMeeting	Starts or switches to the Microsoft Netmeeting application			

Word Command	Description	Version	Menu	Shortcut
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	
OpenUpPara	Sets extra spacing above the selected paragraph			
Organizer	Manages AutoText entries, styles, macros, and toolbars (allows you to copy them between templates and documents)			
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

Word Command	Description	Version	Menu	Shortcut
ParaDownExtend	Extends the selection to the beginning of the next paragraph			Shift + Ctrl + down arrow
ParaKeepLinesTogether	Prevents a paragraph from splitting across page boundaries			
ParaKeepWithNext	Keeps a paragraph and the following paragraph on the same page			
ParaPageBreakBefore	Makes the current paragraph start on a new page (also a setting under Format + Paragraph)			
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
ParaWidowOrphanControl	Prevents a page break from leaving a single line of a paragraph on one page (also a setting under Format + Paragraph)			
PasteFormat	Applies the previously copied formatting to selection			Ctrl+Shift+V
PauseRecorder	Pauses the macro recorder (toggle)			
PresentIt	Create a Microsoft PowerPoint presentation from the current documents, using the Heading styles - Heading 1 paragraphs become slide titles, 2s become main bullets, 3s become sub-bullets, etc. (Equivalent to saving the Word document in RTF format and then selecting Insert + Slides from Outline in PowerPoint). Quite useful, and well worth putting on the Tools menu if you create a lot of presentations).			
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
PrevPage	Moves to the previous page, but unlike the GoToPreviousPage command, it moves up one full page.			
PrevWindow	Switches back to the previous document window			Ctrl + Shift + F6
PromoteList	Promotes the selection one level (but OutlinePromote works much better).			

Word Command	Description	Version	Menu	Shortcut
RedefineStyle	Redefines the current style based on the selected text (Equivalent to clicking in the Styles box and pressing Return, although this command does not intercept that action).			
RemoveAllScripts	Removes all HTML Scripts (embedded JavaScript etc) from the current document.			
RemoveBulletsNumbers	Removes list numbers and list bullets from the selection (does not remove manually typed numbers or bullets)			
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	
RemoveFrames	Removes frame formatting from the selection (we’re talking about Word frames rather than web frames now – i.e. the things that are similar to text boxes but work better).			
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
ResetNoteSepOrNotice	Resets a separator, continuation separator, or continuation notice to the Word default			
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
RTLMacroDialogs	Makes macro dialogs display right-to-left, if they currently display left-to-right	<9>		
RtlPara	For all selected paragraphs, this method sets the reading order to right-to-left. If a paragraph with a left-to-right reading order is also left-aligned, this method reverses its reading order and sets its paragraph alignment to right-aligned.	<9>		
RtlRun	As above but for all contiguous characters sharing the same ReadingOrder attributes.	<9>		
RunPrintManager	Displays Print Manager (except it doesn’t)			

Word Command	Description	Version	Menu	Shortcut
RunToggle	Toggles the insertion point between right-to-left and left-to-right runs	<9>		
SaveTemplate	Saves the document template of the active document (but it's easier to hold the Shift key down and select File + Save All)			
ScheduleMeeting	Launches the Microsoft Netmeeting application, ready to schedule a meeting	<9>		
ScreenRefresh	Refreshes the display			
SelectCurAlignment	Selects downwards all continuous paragraphs with the same alignment as the current one			
SelectCurColor	Selects downwards all continuous characters with the same font colour as the current one			
SelectCurFont	Selects downwards all continuous characters with the same font name and size as the current one			
SelectCurIndent	Selects downwards all continuous paragraphs with the same indentation as the current one			
SelectCurSpacing	Selects downwards all continuous paragraphs with the same line spacing as the current one			
SelectCurTabs	Selects downwards all continuous paragraphs with the same tabstops as the current one (under Format + Tabs)			
SelectDrawingObjects	Use to select drawing objects -- drag to create a rectangle enclosing the objects		Drawing toolbar	
SendToFax	Send this document to fax		File menu	
SendToOnlineMeetingParticipants	Send this document to Netmeeting Online Meeting participant	<9>		
SentLeft	Moves the insertion point to the beginning of the previous sentence			
SentLeftExtend	Extends the selection to the beginning of the previous sentence			
SentRight	Moves the insertion point to beginning of the next sentence			
SentRightExtend	Extends the selection to beginning of the next sentence			
SetDrawingDefaults	Changes the default drawing object properties to those of the currently selected object		Drawing toolbar	
ShadingColor	Changes the shading color of the selected text (except it doesn't)			

Word Command	Description	Version	Menu	Shortcut
ShadingPattern	Brings up the Format + Borders and Shading dialog			
ShowAll	Shows/hides all nonprinting characters		Standard toolbar	Ctrl + *
ShowAllConsistency	Crashes Word	<9>		
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	
ShowPara	Shows/hides all nonprinting paragraph marks			
ShowPrevHeaderFooter	Shows previous section's header/footer in page layout view		Header/footer toolbar	
ShowPropertyBrowser	"Shows the Property Browser" (but actually doesn't seem to do anything)			
ShowScriptAnchor	Show all HTML scripts			
ShrinkFont	Decreases the font size of the selection			Ctrl + <
ShrinkFontOnePoint	Decreases the font size of the selection by one point			Ctrl + [
ShrinkSelection	Shrinks the selection to the next smaller unit (except it does nothing of the sort)			
SkipNumbering	Makes the selected paragraphs skip numbering (but does it by applying manual formatting, so is unstable).			
SmallCaps	Makes the selection small capitals (toggle)			Ctrl + Shift + K
SpacePara1	Sets the line spacing to single space			Ctrl + 1
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

Word Command	Description	Version	Menu	Shortcut
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
Strikethrough	Makes the selection strikethrough (toggle)			
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
TableAutoSum	Inserts an expression field that automatically sums a table row or column			
TableColumnWidth	Displays the Columns tab of Word 97's Table + Cell Height and Width dialog			
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	
TableDeleteTable	Deletes the selected table			
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
TableInsertColumn	Inserts one or more columns into the table			
TableInsertColumnRight	Inserts one or more columns into the table to the right of the current column	<9>		
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	
TableInsertRow	Inserts one or more rows into the table			
TableInsertRowAbove	Inserts one or more rows above the current one	<9>	Word 2000 Table menu	
TableInsertRowBelow	Inserts one or more rows into the table below the current row	<9>		
TableMergeCells	Merges the selected table cells into a single cell		Table menu	
TableOptions	Displays the Word 2000 Table + Properties + Options dialog.	<9>		
TableRowHeight	Displays the Rows tab of Word 97's Table + Cell Height and Width dialog			
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
TableWrapping	Displays the Word 2000 Table + Properties + Positioning dialog			
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	

Word Command	Description	Version	Menu	Shortcut
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	
TogglePortrait	Toggles between portrait and landscape mode			
ToggleScribbleMode	Inserts a pen comment at the location of the insertion point (except it doesn't).			
ToggleTextFlow	Changes text flow direction and character orientation of text within a table cell – toggles between 3 orientations			
ToggleWebDesign	Switches on or off web design mode, and displays the Web Tools toolbar	<9>		
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	
ToolsAutoCorrectCapsLockOff	Selects or clears the AutoCorrect Caps Lock Off check box			
ToolsAutoCorrectDays	Selects or clears the AutoCorrect Days check box			
ToolsAutoCorrectExceptions	Adds or deletes AutoCorrect Capitalization exceptions			
ToolsAutoCorrectHECorrect	Hangeul and alphabet correction (whatever that means)			
ToolsAutoCorrectInitialCaps	Selects or clears the AutoCorrect InitialCaps check box			
ToolsAutoCorrectReplaceText	Selects or clears the AutoCorrect ReplaceText check box			
ToolsAutoCorrectSentenceCaps	Selects or clears the AutoCorrect SentenceCaps check box			
ToolsAutoCorrectSmartQuotes	Selects or clears the AutoCorrect SmartQuotes check box			
ToolsAutoManager	Displays the Tools + Autocorrect dialog		Tools menu	
ToolsAutoSummarize	Automatically generates a summary of the active document		Tools menu	
ToolsAutoSummarizeBegin	Automatically generates a summary of the active document			

Word Command	Description	Version	Menu	Shortcut
ToolsBookshelfDefineReference	Looks up a definition for the selected word in Microsoft Bookshelf			
ToolsBookshelfLookupReference	Looks up a reference for the selected word in Microsoft Bookshelf			
ToolsBulletListDefault	Creates a bulleted list based on the current defaults (i.e. does the same thing as FormatBulletDefault)			
ToolsBulletsNumbers	Changes the numbered and bulleted paragraphs			
ToolsCalculate	Calculates expressions in the selection – very useful			
ToolsCompareVersions	Compares the active document with an earlier version (Tools + Compare Documents)		Tools menu	
ToolsConsistency	Displays the Spelling and Grammar dialog (but does not intercept the menu command; ToolsProofing does that). Is also much slower than using ToolsProofing).	<9>		
ToolsCreateDirectory	Creates a new directory			
ToolsCreateEnvelope	Displays the Envelopes and Labels dialog			
ToolsCreateLabels	ToolsCreateLabels			
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)

Word Command	Description	Version	Menu	Shortcut
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)
ToolsCustomizeKeyboard	Customizes the Word key assignments		Tools + Customize dialog, Keyboard button	
ToolsCustomizeMenus	Displays the Commands tab of the ToolsCustomize dialog			
ToolsEnvelopesAndLabels	Creates or prints an envelope, a label, or a sheet of labels		Tools menu	
ToolsFixSynonym	Crashes Word.	<9>		
ToolsGrammar	Checks the grammar in the active document			
ToolsGrammarHide	Hide background grammar errors			
ToolsGramSettings	Customize Grammar Settings			
ToolsHHC	Finds a Hangul/Hanja word for the selected word (need to have the right language files installed)	<9>		
ToolsHyphenation	Changes the hyphenation settings for the active document		Tools menu (under Language!)	
ToolsHyphenationManual	Hyphenates the selection or the entire document			
ToolsInsertScript	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), and to insert an HTML script (VBScript, JavaScript, etc)	<9>		
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

Word Command	Description	Version	Menu	Shortcut
ToolsManageFields	Adds or deletes a field from a database (in English that means it adds or removes columns from the current table)		Database	
ToolsMergeRevisions	Merges changes from the active document to an earlier version			
ToolsNumberListDefault	Creates a numbered list based on the current defaults (i.e., does the same thing as FormatNumberDefault)			
ToolsOptions	Changes various categories of Word for Windows options		Tools menu	
ToolsOptionsAutoFormat	Displays the AutoFormat tab of the Autocorrect dialog			
ToolsOptionsAutoFormatAsYouType	Displays the AutoFormat As You Type tab of the Autocorrect dialog			
ToolsOptionsBidi	Displays a dialog to change the left-to-right or right-to-left ReadingOrder settings	<9>		
ToolsOptionsCompatibility	Displays the Compatibility tab of the Tools + Options dialog			
ToolsOptionsEdit	Displays the Edit tab of the Tools + Options dialog			
ToolsOptionsFileLocations	Displays the File Locations tab of the Tools + Options dialog			
ToolsOptionsFuzzy	Displays a Japanese Find options dialog.	<9>		
ToolsOptionsGeneral	Displays the General tab of the Tools + Options dialog			
ToolsOptionsGrammar	Doesn't do anything			
ToolsOptionsHHC	Doesn't do anything			
ToolsOptionsPrint	Displays the Print tab of the Tools + Options dialog			
ToolsOptionsRevisions	Displays the Track Changes tab of the Tools + Options dialog			
ToolsOptionsSave	Displays the Save tab of the Tools + Options dialog			
ToolsOptionsSpelling	Displays the Spelling & Grammar tab of the Tools + Options dialog			
ToolsOptionsTypography	Displays an Asian Typography options dialog	<9>		
ToolsOptionsUserInfo	Displays the User Information tab of the Tools + Options dialog			
ToolsOptionsView	Displays the View tab of the Tools + Options dialog			
ToolsProofing	Checks the spelling and grammar in the active document		Tools menu	F7
ToolsProtectUnprotectDocument	Sets protection for the active document		Tools menu	
ToolsRecordMacroStart	Turns macro recording on or off			
ToolsRecordMacroStop	Turns macro recording on or off			

Word Command	Description	Version	Menu	Shortcut
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	
ToolsRepaginate	Recalculates the page breaks (quite useful if you use Normal view a lot)			
ToolsReviewRevisions	Displays the Accept or Reject changes dialog		Tools menu	
ToolsRevisionMarksAccept	Accepts change in current selection.			
ToolsRevisionMarksNext	Find next change			
ToolsRevisionMarksPrev	Find previous change			
ToolsRevisionMarksReject	Rejects change in current selection.			
ToolsRevisionMarksToggle	Toggles track changes for the active document			Ctrl + Shift + E
ToolsRevisions	Sets track changes for the active document			
ToolsSCTCTranslate	Translates chinese string (need to have the appropriate language settings installed)	<9>		
ToolsShrinkToFit	Attempts to make the document fit on one less page		Print Preview toolbar	
ToolsSpelling	Checks the spelling in the active document (but does not intercept the menu command)			
ToolsSpellingHide	Hide background spelling errors in the current document			
ToolsSpellingRecheckDocument	Resets spelling results for current document			
ToolsSpellSelection	Checks the spelling of the selected text			
ToolsTCSCTranslate	Translates chinese string (need to have the appropriate language settings installed)	<9>		
ToolsTCSCTranslation	Translates chinese string (need to have the appropriate language settings installed)	<9>		
ToolsThesaurus	Finds a synonym for the selected word		Tools menu (under Language)	Shift + F7
ToolsTranslateChinese	Translates chinese string (need to have the appropriate language settings installed)			
ToolsWordCount	Displays the word count statistics of the active document		Tools menu	

Word Command	Description	Version	Menu	Shortcut
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	
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
UnderlineColor	Changes the underline color of the selected text (except it doesn't)	<9>		
UnderlineStyle	Does exactly the same thing as Underline	<9>		
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)
UnIndentChar	Decreases the indent by width of a character	<9>		
UnIndentFirstChar	Decreases the hanging indent by width of a character	<9>		
UnIndentFirstLine	Decreases the hanging indent by width of 2 characters	<9>		
UnIndentLine	Decreases the indent by width of 2 characters	<9>		
UnlinkFields	Permanently replaces the field codes with the results			Ctrl+Shift+F9

Word Command	Description	Version	Menu	Shortcut
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
UpdateToc	Select method of updating a table of contents or figures (equivalent to selecting the TOC and pressing F9)			
UpdateTocFull	Rebuild a table of contents or figures (equivalent to selecting the TOC, pressing F9, and then selecting "Update entire table" when asked).			
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	
ViewControlToolbox	Shows or hides the Control Toolbox			
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	
ViewDraft	Displays the document without formatting and pictures for faster editing (toggle)			
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)	

Word Command	Description	Version	Menu	Shortcut
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
ViewFooter	Displays footer in page layout view			
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)	
ViewFormatExToolbar	Shows or hides the Word 2000 Extended Formatting toolbar (the one toolbar you can't show/hide by right-clicking on a toolbar)	<9>		
ViewGridlines	Doesn't do anything	<9>		
ViewHeader	Displays header in page layout view		View menu	Alt V, H
ViewHTMLSource	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>		
ViewMasterDocument	Switches to Master Document view (but avoid using Master Documents)			
ViewNormal	Changes the editing view to normal view		View menu	Alt V, N (or Alt + Ctrl + N)

Word Command	Description	Version	Menu	Shortcut
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	
ViewOutline	Displays a document's outline		View menu	Alt V, O (or Alt + Ctrl + O)
ViewOutlineMaster	Exactly the same as ViewMasterDocument	<9>		
ViewOutlineSplitToolbar	Shows or hides the Tables and Borders toolbar (but does not intercept the button on the standard toolbar; ViewBorderToolbar does that).			
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)
ViewRuler	Shows or hides the ruler			
ViewSecurity	Displays the Security settings dialog	<9>	Word 2000 Tools menu (under Macro)	
ViewStatusBar	Shows or hides the status bar			
ViewToggleMasterDocument	Switches between Outline and Master Document views (but avoid using Master Documents)		Outlining toolbar	
ViewToolbars	Doesn't actually do anything			
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	
ViewWebToolbox	Shows or hides the Web Toolbox toolbar (but you can do that simply by right-clicking on any toolbar)			
ViewZoom	Displays a dialog to scale the editing view		View menu	
ViewZoom100	Scales the editing view to 100% in normal view			
ViewZoom200	Scales the editing view to 200% in normal view			
ViewZoom75	Scales the editing view to 75% in normal view			
ViewZoomPageWidth	Scales the editing view to see the width of the page			
ViewZoomWholePage	Scales the editing view to see the whole page in page layout view			

Word Command	Description	Version	Menu	Shortcut
WebAddHyperlinkToFavorites	Add to Favourites			
WebAddress	Hyperlink Address			
WebAddToFavorites	Add to Favourites		Web toolbar	
WebBanishWebToolbarForever	No such command, unfortunately, but see: How to stop the web toolbar from jumping up at you whenever you click on a page number in the table of contents			
WebCopyHyperlink	Copy Hyperlink			
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	
WebOpenFavorites	Open Favourites folder			
WebOpenHyperlink	Jump to a location...			
WebOpenInNewWindow	Open in New Window		Web toolbar	
WebOpenSearchPage	Open Search Page			
WebOpenStartPage	Open Start Page			
WebOptions	Displays the Word 2000+ Tools + Options + General + Web Options dialog	<9>		
WebPagePreview	Displays full pages in a Web browser (and makes you realise just how slowly web pages created in Word actually load)	<9>		
WebRefresh	Refresh current page			
WebSelectHyperlink	Edit Text			
WebStopLoading	Stop current jump		Web toolbar	
WebToolbar	Toggle Web toolbar			
WindowArrangeAll	Arranges windows as non-overlapping tiles		Window menu	Alt W, A
WindowList	Switches to the window containing the specified document			
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

Word Command	Description	Version	Menu	Shortcut
WordUnderline	Underlines the words but not the spaces in the selection (toggle)			Ctrl + Shift + W
WW7_DecreaseIndent	Does exactly the same as DecreaseIndent			
WW7_DrawTextBox	Does exactly the same as DrawTextBox			
WW7_DrawVerticalTextBox	Does exactly the same as DrawVerticalTextBox			
WW7_FormatDrawingObject	Does exactly the same as FormatDrawingObject			
WW7_IncreaseIndent	Does exactly the same as IncreaseIndent			
WW7_ToolsOptions	Does exactly the same as ToolsOptions			