

Microsoft Word XP – Keyboard Shortcuts

Command Name	Modifiers	Key	Menu
About			Help
Accept All Changes in Doc			Accept
Accept All Changes Shown			Accept
Accept Changes Selected			
Activate Object			
Add Caption			
Add Record Default			
Addr Fonts			
Address			
AdobePDFMaker.AutoExec.AddOurToolbar			
AdobePDFMaker.AutoExec.ConvertToGelatoPDF			
AdobePDFMaker.AutoExec.ConvertToPDF			
AdobePDFMaker.AutoExec.ConvertToPDFandEmail			
AdobePDFMaker.AutoExec.ConvertToPDFandSendForReview			
AdobePDFMaker.AutoExec.CreatePDFandCloseDoc			
AdobePDFMaker.AutoExec.CreatePDFandDoNotCloseApp			
AdobePDFMaker.AutoExec.DoPrefsForm			
AdobePDFMaker.AutoExec.Main			
AdobePDFMaker.AutoExec.RestoreClipboard			
AdobePDFMaker.AutoExec.SaveAndEmptyClipboard			
AdobePDFMaker.AutoExec.ShutdownPDFMakerDLL			
AdobePDFMaker.AutoExit.Auto_Close			
AdobePDFMaker.AutoExit.Main			
AdobePDFMaker.ImportComments.AcceptAllChanges			
AdobePDFMaker.ImportComments.AddCommentsItem			
AdobePDFMaker.ImportComments.ContinuelIntegration			
AdobePDFMaker.ImportComments.DelAllComments			

Microsoft Word XP – Keyboard Shortcuts

Command Name	Modifiers	Key	Menu
AdobePDFMaker.ImportComments.ImportComments			
AdobePDFMaker.ImportComments.ReviewingToolbar			
AdobePDFMaker.ImportComments.ShowInstructions			
All Caps	Ctrl+Shift+	A	
Annotation	Alt+Ctrl+	M	Insert
Annotation Edit			
Annotations			
App Maximize	Alt+	F10	
App Minimize			
App Move			
App Restore	Alt+	F5	
App Size			
Apply Heading1	Alt+Ctrl+	1	
Apply Heading2	Alt+Ctrl+	2	
Apply Heading3	Alt+Ctrl+	3	
Apply List Bullet	Ctrl+Shift+	L	
Arrange All			Window
Auto Caption			
Auto Correct			Tools
Auto Correct Caps Lock Off			
Auto Correct Days			
Auto Correct Exceptions			
Auto Correct HECorrect			
Auto Correct Initial Caps			
Auto Correct Replace Text			
Auto Correct Sentence Caps			
Auto Correct Smart Quotes			
Auto Fit Content			
Auto Fit Fixed			
Auto Fit Window			
Auto Format			
Auto Format	Alt+Ctrl+	K	
Auto Format Begin			Format
Auto Format Style			
Auto Manager			
Auto Mark Index Entries			
Auto Scroll			
Auto Sum			
Auto Summarize			

Microsoft Word XP – Keyboard Shortcuts

Command Name	Modifiers	Key	Menu
Auto Summarize Begin			Tools
Auto Summarize Close			
Auto Summarize Percent of Original			
Auto Summarize Toggle View			
Auto Summarize Update File Properties			
Auto Text			
Auto Text			
Auto Text		F3	
Auto Text	Alt+Ctrl+	V	
Automatic Change			
AW			
Background Fill Effect			Format Background
Background More Colors			Format Background
Background Watermark			Format Background
Bold	Ctrl+	B	
Bold	Ctrl+Shift+	B	
Bold Run			
Bookmark	Ctrl+Shift+	F5	Insert
Bookshelf Define Reference			
Bookshelf Lookup Reference			Tools
Border All			
Border Bottom			
Border Horiz			
Border Inside			
Border Left			
Border Line Color			
Border Line Style			
Border Line Weight			
Border None			
Border Outside			
Border Right			
Border TLto BR			
Border Toolbar			
Border Top			
Border TRto BL			
Border Vert			
Borders			
Bottom Align			
Bottom Center Align			
Bottom Left Align			

Microsoft Word XP – Keyboard Shortcuts

Command Name	Modifiers	Key	Menu
Bottom Right Align			
Break			Insert
Browse Next	Ctrl+	Page Down	
Browse Prev	Ctrl+	Page Up	
Browse Sel	Alt+Ctrl+	Home	
Bullet Default			
Bullet List Default			
Bullets and Numbering			
Bullets Numbers			
Busu			Language
Calculate			
Callout			
Cancel		Esc	
Caption			
Caption Numbering			
Cell Options			
Center Align			
Center Para	Ctrl+	E	
Change Byte			
Change Case			Format
Change Case	Shift+	F3	
Change Case Fareast			
Change Kana			
Changes			View
Char Left		Left	
Char Left Extend	Shift+	Left	
Char Right		Right	
Char Right Extend	Shift+	Right	
Char Scale			
Chart			
Check Box Form Field			
Checkin			File
Checkout			File
Clear		Del	Clear
Clear Form Field			
Clear Formatting			Clear
Close			
Close All			
Close or Close All			
Close or Exit	Alt+	F4	
Close Pane	Alt+Shift+	C	
Close Preview			

Microsoft Word XP – Keyboard Shortcuts

Command Name	Modifiers	Key	Menu
Close Up Para			
Close View Header Footer			
Code			
Color			
Column Break	Ctrl+Shift+	Return	
Column Select	Ctrl+Shift+	F8	
Column Width			
Columns			
Columns			
Combine Characters			
Comma Accent			
Compare Versions			
Condensed			
Confirm Conversions			
Connect			
Consistency			
Consistency Check			
Contents Arabic			
Context Help			
Continue Numbering			
Control Run			
Control Toolbox			
Convert All Endnotes			
Convert All Footnotes			
Convert Notes			
Convert Object			
Convert Text Box to Frame			
Copy	Ctrl+	C	
Copy	Ctrl+	Insert	
Copy As Picture			
Copy Format	Ctrl+Shift+	C	
Copy Text	Shift+	F2	
Create Auto Text	Alt+	F3	
Create Directory			
Create Envelope			
Create Labels			
Create Subdocument			
Create Table			
Create Task			
Cross Reference			Reference Menu
Css Links			
Customize			Tools

Microsoft Word XP – Keyboard Shortcuts

Command Name	Modifiers	Key	Menu
Customize Add Menu Shortcut	Alt+Ctrl+	=	
Customize Keyboard			
Customize Keyboard Shortcut	Alt+Ctrl+	Num +	
Customize Menus			
Customize Remove Menu Shortcut	Alt+Ctrl+	-	
Customize Toolbar			
Cut	Ctrl+	X	
Cut	Shift+	Del	
Database			
Date Field	Alt+Shift+	D	
Date Time			Insert
Decrease Indent			
Decrease Paragraph Spacing			
Default Char Border			
Default Char Shading			
Delete All Comments in Doc			Reject
Delete All Comments Shown			Reject
Delete Annotation			
Delete Back Word	Ctrl+	Backspace	
Delete Column			
Delete General			
Delete Hyperlink			
Delete Row			
Delete Style			
Delete Table			Toolbar 32780
Delete Word	Ctrl+	Del	
Demote List			
Demote to Body Text			
Diacritic Color			
Dictionary			
Display Details			
Display Final Doc			
Display For Review			
Display Original Doc			
Distribute Column			
Distribute General			
Distribute Para	Ctrl+Shift+	J	
Distribute Row			
Do Field Click	Alt+Shift+	F9	
Doc Close	Ctrl+	W	
Doc Close	Ctrl+	F4	

Microsoft Word XP – Keyboard Shortcuts

Command Name	Modifiers	Key	Menu
Doc Maximize	Ctrl+	F10	
Doc Minimize			
Doc Move	Ctrl+	F7	
Doc Restore	Ctrl+	F5	
Doc Size	Ctrl+	F8	
Doc Split	Alt+Ctrl+	S	Window
Document Map			
Dot Accent			
Dotted Underline			
Double Strikethrough			
Double Underline	Ctrl+Shift+	D	
Draft			
Draw Align			
Draw Callout			
Draw Disassemble Picture			
Draw Duplicate			
Draw Insert Word Picture			
Draw Menu Shadow Color			
Draw Menu3 DColor			
Draw Reset Word Picture			
Draw Reshape			
Draw Select Next			
Draw Select Previous			
Draw Snap to Grid			Draw
Draw Text Box			
Draw Toggle Layer			
Draw Unselect			
Draw Vertical Text Box			
Drawing			
Drawing Object			
Drawing Object Wrap Behind			
Drawing Object Wrap Front			
Drawing Object Wrap Inline			
Drawing Object Wrap None			
Drawing Object Wrap Square			
Drawing Object Wrap Through			
Drawing Object Wrap Tight			
Drawing Object Wrap Top Bottom			
Drawing Toolbar			
Drop Cap			
Drop Down Form Field			
Em Space			

Microsoft Word XP – Keyboard Shortcuts

Command Name	Modifiers	Key	Menu
Email Check Names			
Email Envelope			
Email Flag			
Email Focus Introduction			
Email Focus Subject			
Email Message Options			
Email Options			
Email Save Attachment			
Email Select Bcc Names			
Email Select Cc Names			
Email Select Names			
Email Select to Names			
Email Send			
Email Signature Options			
En Space			
Enclose Characters			
End of Column	Alt+	Page Down	
End of Column	Alt+Shift+	Page Down	
End of Doc Extend	Ctrl+Shift+	End	
End of Document	Ctrl+	End	
End of Line		End	
End of Line Extend	Shift+	End	
End of Row	Alt+	End	
End of Row	Alt+Shift+	End	
End of Window	Alt+Ctrl+	Page Down	
End of Window Extend	Alt+Ctrl+Shift+	Page Down	
End Review			
Endnote Area			
Endnote Cont Notice			
Endnote Cont Separator			
Endnote Now	Alt+Ctrl+	D	
Endnote Separator			
Envelope Setup			
Envelope Wizard			Letters and Mailings Menu
Envelopes and Labels			
Equation			
EServices			Tools
Excel Table			
Exit			File
Expanded			
Extend Selection		F8	
Field			

Microsoft Word XP – Keyboard Shortcuts

Command Name	Modifiers	Key	Menu
Field			Insert
Field Chars	Ctrl+	F9	
Field Codes	Alt+	F9	
File			
Fill Color			
Find	Ctrl+	F	
Find			
Fit Text			
Fix Broken Text			Tools
Fix Me			Help
Fix Synonym			
Font	Ctrl+	D	
Font	Ctrl+Shift+	F	
Font Color			
Font Size			
Font Size Select	Ctrl+Shift+	P	
Font Substitution			
Footer			
Footnote			
Footnote Area			
Footnote Cont Notice			
Footnote Cont Separator			
Footnote Now	Alt+Ctrl+	F	
Footnote Separator			
Footnotes			View
Form Field			
Form Field Options			
Form Shading			
Format Cell			
Format Ex Toolbar			
Formatting Pane			
Formatting Properties			Format
Formula			Table
Frame			
Frame			
Frame or Frame Picture			
Frame Properties			
Frame Remove Split			
Frame Split Above			
Frame Split Below			
Frame Split Left			
Frame Split Right			

Microsoft Word XP – Keyboard Shortcuts

Command Name	Modifiers	Key	Menu
Frameset TOC			
Frameset Wizard			Frames Menu
Go Back	Shift+	F5	
Go Back	Alt+Ctrl+	Z	
Go To	Ctrl+	G	Edit
Go To		F5	Edit
Go to Header Footer			
Go to Next Comment			
Go to Next Endnote			
Go to Next Footnote			
Go to Next Page			
Go to Next Section			
Go to Previous Comment			
Go to Previous Endnote			
Go to Previous Footnote			
Go to Previous Page			
Go to Previous Section			
Goto Comment Scope			
Goto Next Linked Text Box			
Goto Prev Linked Text Box			
Goto Table of Contents			
Gram Settings			
Grammar			
Grammar Hide			
Graphical Horizontal Line			
Greeting Sentence			
Gridlines			
Gridlines			
Grow Font	Ctrl+Shift+	.	
Grow Font One Point	Ctrl+]	
Hanging Indent	Ctrl+	T	
Hanja Dictionary			Language
Header			View
Header Footer Link	Alt+Shift+	R	
Heading Numbering			
Headings			Table
Help		F1	
HHC			Language
Hidden	Ctrl+Shift+	H	
Highlight			
Horizontal in Vertical			
Horizontal Line			

Microsoft Word XP – Keyboard Shortcuts

Command Name	Modifiers	Key	Menu
HTMLBGSound			
HTMLCheck Box			
HTMLDropdown Box			
HTMLHidden			
HTMLImage Submit			
HTMList Box			
HTMLMarquee			
HTMLMovie			
HTMLOption Button			
HTMLPassword			
HTMLReset			
HTMLSource			View
HTMLSource Do Not Refresh			
HTMLSource Refresh			
HTMLSubmit			
HTMLText Area			
HTMLText Box			
Hyperlink			
Hyperlink	Ctrl+	K	
Hyperlink Open			
Hyphenation			Language
Hyphenation Manual			
Ichitaro Help			
Ignore All Consistence Error			
Ignore Consistence Error			
IMEControl			
IMEReconversion			
Increase Indent			
Increase Paragraph Spacing			
Indent	Ctrl+	M	
Indent Char			
Indent First Char			
Indent First Line			
Indent Line			
Index			
Index and Tables			Reference Menu
Insert Column			Toolbar 32782
Insert Column Right			Toolbar 32782
Insert General			
Insert Row			
Insert Row Above			Toolbar 32782
Insert Row Below			Toolbar 32782

Microsoft Word XP – Keyboard Shortcuts

Command Name	Modifiers	Key	Menu
Insert Script			
Italic	Ctrl+	I	
Italic	Ctrl+Shift+	I	
Italic Run			
Japanese Greeting Closing Sentence			
Japanese Greeting Opening Sentence			
Japanese Greeting Previous Greeting			
Justify Para	Ctrl+	J	
Label Options			
Language			
Language			Language
Learn Words			
Left Para	Ctrl+	L	
Letter Properties			Letters and Mailings Menu
Letter Wizard			
Letters Wizard JToolbar			Letters and Mailings Menu
License Verification			Help
Line Color			
Line Down		Down	
Line Down Extend	Shift+	Down	
Line Spacing			
Line Up		Up	
Line Up Extend	Shift+	Up	
Links			Edit
List			
List Commands			
List Indent			
List Num Field	Alt+Ctrl+	L	
List Outdent			
Lock Document			
Lock Fields	Ctrl+	3	
Lock Fields	Ctrl+	F11	
Lowered			
Ltr Para			
Ltr Run			
LTRMacro Dialogs			
Macro	Alt+	F8	
Magnifier			
Mail As HTML			

Microsoft Word XP – Keyboard Shortcuts

Command Name	Modifiers	Key	Menu
Mail As Plain Text			
Mail As RTF			
Mail Check Names			
Mail Hide Message Header			
Mail Merge			
Mail Merge Address Block			
Mail Merge Ask to Convert Chevrons			
Mail Merge Check	Alt+Shift+	K	
Mail Merge Convert Chevrons			
Mail Merge Create Data Source			
Mail Merge Create Header Source			
Mail Merge Create List			
Mail Merge Data Form			
Mail Merge Edit Address Block			
Mail Merge Edit Data Source	Alt+Shift+	E	
Mail Merge Edit Greeting Line			
Mail Merge Edit Header Source			
Mail Merge Edit List			
Mail Merge Edit Main Document			
Mail Merge Field Mapping			
Mail Merge Find Entry			
Mail Merge Find Record			
Mail Merge First Record			
Mail Merge Go to Record			
Mail Merge Greeting Line			
Mail Merge Helper			
Mail Merge Insert Ask			
Mail Merge Insert Fields			
Mail Merge Insert Fill In			
Mail Merge Insert If			
Mail Merge Insert Merge Rec			
Mail Merge Insert Merge Seq			
Mail Merge Insert Next			
Mail Merge Insert Next If			
Mail Merge Insert Set			
Mail Merge Insert Skip If			
Mail Merge Last Record			
Mail Merge Next Record			
Mail Merge Open Data Source			
Mail Merge Open Header Source			
Mail Merge Prev Record			

Microsoft Word XP – Keyboard Shortcuts

Command Name	Modifiers	Key	Menu
Mail Merge Propagate Label			
Mail Merge Query Options			
Mail Merge Recipients			
Mail Merge Reset			
Mail Merge Set Document Type			
Mail Merge Shade Fields			
Mail Merge to Doc	Alt+Shift+	N	
Mail Merge to EMail			
Mail Merge to Fax			
Mail Merge to Printer	Alt+Shift+	M	
Mail Merge Toolbar			Letters and Mailings Menu
Mail Merge Use Address Book			
Mail Merge View Data			
Mail Merge Wizard			Letters and Mailings Menu
Mail Message Delete			
Mail Message Forward			
Mail Message Move			
Mail Message Next			
Mail Message Previous			
Mail Message Properties			
Mail Message Reply			
Mail Message Reply All			
Mail Select Names			
Manage Fields			
Mark Citation	Alt+Shift+	I	
Mark Index Entry	Alt+Shift+	X	
Mark Table of Contents Entry	Alt+Shift+	O	
Master Document			
Menu Mode		F10	
Menu Org Chart Insert			
Menu Show Changes			
Menu Show Reviewers			Show Markup
Merge Cells			
Merge Field	Alt+Shift+	F	
Merge Revisions			Tools
Merge Split General			
Merge Subdocument			
Microsoft Access			
Microsoft Excel			
Microsoft Fox Pro			
Microsoft Mail			
Microsoft On The Web1			

Microsoft Word XP – Keyboard Shortcuts

Command Name	Modifiers	Key	Menu
Microsoft On The Web10			
Microsoft On The Web11			
Microsoft On The Web12			
Microsoft On The Web13			
Microsoft On The Web14			
Microsoft On The Web15			
Microsoft On The Web16			
Microsoft On The Web17			
Microsoft On The Web2			
Microsoft On The Web3			
Microsoft On The Web4			
Microsoft On The Web5			
Microsoft On The Web6			
Microsoft On The Web7			
Microsoft On The Web8			
Microsoft On The Web9			
Microsoft Power Point			
Microsoft Project			
Microsoft Publisher			
Microsoft Schedule			
Microsoft Script Editor	Alt+Shift+	F11	
Microsoft System Info	Alt+Ctrl+	F1	
Middle Center Align			
Middle Left Align			
Middle Right Align			
MMEmail Options			
MMFax Options			
MMNew Doc Options			
MMPrint Options			
Move Text		F2	
MSN			
Multilevel Default			
New	Ctrl+	N	File
New Comment			
New Context			
New Default			
New Dialog			
New Email			
New Print			
New Toolbar			
New Web			
New Window			Window

Microsoft Word XP – Keyboard Shortcuts

Command Name	Modifiers	Key	Menu
Next Cell			
Next Change or Comment			
Next Field		F11	
Next Field	Alt+	F1	
Next Insert			
Next Misspelling	Alt+	F7	
Next Object	Alt+	Down	
Next Page			
Next Window	Ctrl+	F6	
Next Window	Alt+	F6	
Normal	Alt+Ctrl+	N	View
Normal Font Position			
Normal Font Spacing			
Normal Style	Ctrl+Shift+	N	
Normal Style	Alt+Shift+	Clear (Num 5)	
Normal View Header Area			
Normalize Text			
Note Options			
Number			Insert
Number Default			
Number List Default			
Number of Pages			
Object			Insert
Object			
OCX			
OCXButton			
OCXCheckbox			
OCXDropdown Combo			
OCXFrame			
OCXImage			
OCXLabel			
OCXList Box			
OCXOption Button			
OCXScrollbar			
OCXSpin			
OCXText Box			
OCXToggle Button			
Office Clipboard			Edit
Office Drawing			
Office On The Web			Help
OK			
Online			

Microsoft Word XP – Keyboard Shortcuts

Command Name	Modifiers	Key	Menu
Online Meeting			Online Collaboration
Open	Ctrl+	O	
Open	Ctrl+	F12	
Open	Alt+Ctrl+	F2	
Open File			
Open or Close Up Para	Ctrl+	0	
Open Subdocument			
Open Up Para			
Options			
Options			Tools
Options Auto Format			
Options Auto Format As You Type			
Options Bidi			
Options Compatibility			
Options Edit			
Options Edit Copy Paste			
Options File Locations			
Options Fuzzy			
Options General			
Options Grammar			
Options HHC			
Options Print			
Options Revisions			
Options Save			
Options Security			
Options Smart Tag			
Options Spelling			
Options Typography			
Options User Info			
Options View			
Organizer			
Other Pane		F6	
Other Pane	Shift+	F6	
Outline	Alt+Ctrl+	O	
Outline Collapse	Alt+Shift+	-	
Outline Collapse	Alt+Shift+	Num -	
Outline Demote	Alt+Shift+	Right	
Outline Expand	Alt+Shift+	=	
Outline Expand	Alt+Shift+	Num +	
Outline Level			
Outline Master			View
Outline Move Down	Alt+Shift+	Down	

Microsoft Word XP – Keyboard Shortcuts

Command Name	Modifiers	Key	Menu
Outline Move Up	Alt+Shift+	Up	
Outline Promote	Alt+Shift+	Left	
Outline Promote Heading1			
Outline Show First Line	Alt+Shift+	L	
Outline Show Format			
Outline Split Toolbar			
Overtyping		Insert	
Page	Alt+Ctrl+	P	View
Page Break	Ctrl+	Return	
Page Down		Page Down	
Page Down Extend	Shift+	Page Down	
Page Field	Alt+Shift+	P	
Page Number			
Page Numbers			Insert
Page Setup			
Page Up		Page Up	
Page Up Extend	Shift+	Page Up	
Para Down	Ctrl+	Down	
Para Down Extend	Ctrl+Shift+	Down	
Para Keep Lines Together			
Para Keep With Next			
Para Page Break Before			
Para Up	Ctrl+	Up	
Para Up Extend	Ctrl+Shift+	Up	
Para Widow Orphan Control			
Paragraph			
Paste	Ctrl+	V	
Paste	Shift+	Insert	
Paste Append Table			
Paste As Hyperlink			Edit
Paste As Nested Table			
Paste Format	Ctrl+Shift+	V	
Paste from Excel			
Paste Option			
Paste Special			Edit
Pause Recorder			
Phonetic Guide			
Picture			
Picture			
Picture Bullet			
Picture Edit			
Post			Send To

Microsoft Word XP – Keyboard Shortcuts

Command Name	Modifiers	Key	Menu
Postcard Wizard			Letters and Mailings Menu
Present It			Send To
Prev Cell			
Prev Field	Shift+	F11	
Prev Field	Alt+Shift+	F1	
Prev Object	Alt+	Up	
Prev Page			
Prev Window	Ctrl+Shift+	F6	
Prev Window	Alt+Shift+	F6	
Previous Change or Comment			
Print	Ctrl+	P	
Print	Ctrl+Shift+	F12	
Print Default			
Print Preview	Ctrl+	F2	
Print Preview	Alt+Ctrl+	I	
Print Preview Full Screen			
Print Setup			
Promote List			
Proofing		F7	
Properties			
Properties			File
Protect Form			
Protect Unprotect Document			Tools
PSSHelp			
Raised			
Record Macro Start			
Record Macro Stop			
Record Macro Toggle			Macro
Redefine Style			
Redo	Alt+Shift+	Backspace	
Redo or Repeat	Ctrl+	Y	Edit
Redo or Repeat		F4	Edit
Redo or Repeat	Alt+	Return	Edit
Reject All Changes in Doc			Reject
Reject All Changes Shown			Reject
Reject Changes Selected			
Remove All Scripts			
Remove Bullets Numbers			
Remove Cell Partition			
Remove Frames			
Remove Record Default			
Remove Subdocument			

Microsoft Word XP – Keyboard Shortcuts

Command Name	Modifiers	Key	Menu
Rename Style			
Repaginate			
Repeat Find	Shift+	F4	
Repeat Find	Alt+Ctrl+	Y	
Replace	Ctrl+	H	Edit
Reset Char	Ctrl+	Space	
Reset Char	Ctrl+Shift+	Z	
Reset Form Field			
Reset Note Sep or Notice			
Reset Para	Ctrl+	Q	
Restart Numbering			
Ret Addr Fonts			
Return Review			
Review Revisions			
Reviewing Pane			
Revision Marks Accept			
Revision Marks Next			
Revision Marks Prev			
Revision Marks Reject			
Revision Marks Toggle	Ctrl+Shift+	E	
Revisions			
Right Para	Ctrl+	R	
Routing Slip			Send To
Row Height			
Rtl Para			
Rtl Run			
RTLMacro Dialogs			
Ruler			
Run Print Manager			
Run Toggle			
Save	Ctrl+	S	
Save	Shift+	F12	
Save	Alt+Shift+	F2	
Save All			
Save As		F12	File
Save As Web Page			File
Save Frame As			
Save Html			
Save Template			
Save Version			
Schedule Meeting			Online Collaboration
Screen Refresh			

Microsoft Word XP – Keyboard Shortcuts

Command Name	Modifiers	Key	Menu
SCTCTranslate			
Search			
Section Break			
Section Layout			
Security			
Select All	Ctrl+	A	Edit
Select All	Ctrl+	Clear (Num 5)	Edit
Select All	Ctrl+	Num 5	Edit
Select Cell			Toolbar 32778
Select Column			Toolbar 32778
Select Cur Alignment			
Select Cur Color			
Select Cur Font			
Select Cur Indent			
Select Cur Spacing			
Select Cur Tabs			
Select Drawing Objects			
Select Number			
Select Row			Toolbar 32778
Select Similar Formatting			
Select Table	Alt+	Clear (Num 5)	Toolbar 32778
Send For Review			Send To
Send Mail			
Send to Fax			Send To
Send to Online Meeting Participants			Send To
Sent Left			
Sent Left Extend			
Sent Right			
Sent Right Extend			
Set Drawing Defaults			
Shading			
Shading Color			
Shading Pattern			
Show Add Ins XDialog			
Show All	Ctrl+Shift+	8	
Show All Consistency			
Show All Headings	Alt+Shift+	A	
Show All Headings	Alt+Shift+	A	
Show Changes and Comments			
Show Comments			Show Markup
Show Consistency			

Microsoft Word XP – Keyboard Shortcuts

Command Name	Modifiers	Key	Menu
Show Formatting			Show Markup
Show Heading1	Alt+Shift+	1	
Show Heading2	Alt+Shift+	2	
Show Heading3	Alt+Shift+	3	
Show Heading4	Alt+Shift+	4	
Show Heading5	Alt+Shift+	5	
Show Heading6	Alt+Shift+	6	
Show Heading7	Alt+Shift+	7	
Show Heading8	Alt+Shift+	8	
Show Heading9	Alt+Shift+	9	
Show Hide			Help
Show Insertions and Deletions			Show Markup
Show Level			
Show Me			
Show Next Header Footer			
Show Para			
Show Prev Header Footer			
Show Property Browser			
Show Repairs			
Show Script Anchor			
Show Signatures			
Shrink Font	Ctrl+Shift+	,	
Shrink Font One Point	Ctrl+	[
Shrink Selection	Shift+	F8	
Shrink to Fit			
Sign Out of Passport			File
Simple Number Default			
Skip Numbering			
Small Caps	Ctrl+Shift+	K	
Sort			Table
Sort ATo Z			
Sort ZTo A			
Sound			Comments
Space Para1	Ctrl+	1	
Space Para15	Ctrl+	5	
Space Para2	Ctrl+	2	
Speech			Tools
Spell Selection			
Spelling			
Spelling Hide			
Spelling Recheck Document			
Spike	Ctrl+Shift+	F3	

Microsoft Word XP – Keyboard Shortcuts

Command Name	Modifiers	Key	Menu
Spike	Ctrl+	F3	
Split			Table
Split Cells			
Split Subdocument			
Start of Column	Alt+	Page Up	
Start of Column	Alt+Shift+	Page Up	
Start of Doc Extend	Ctrl+Shift+	Home	
Start of Document	Ctrl+	Home	
Start of Line		Home	
Start of Line Extend	Shift+	Home	
Start of Row	Alt+	Home	
Start of Row	Alt+Shift+	Home	
Start of Window	Alt+Ctrl+	Page Up	
Start of Window Extend	Alt+Ctrl+Shift+	Page Up	
Status Bar			
Strikethrough			
Style			
Style	Ctrl+Shift+	S	
Style By Example			
Style Gallery			
Style Modify			
Style Separator	Alt+Ctrl+	Return	
Style Visibility			
Subdocument			
Subscript	Ctrl+	=	
Summary Info			
Superscript	Ctrl+Shift+	=	
Swap All Notes			
Symbol			
Symbol			Insert
Symbol Font	Ctrl+Shift+	Q	
Table of Authorities			
Table of Contents			
Table of Figures			
Tabs			Format
Task Pane			
TCSCTranslate			
TCSCTranslation			
Templates			Tools
Text Box Linking			
Text Box Unlinking			
Text Flow			

Microsoft Word XP – Keyboard Shortcuts

Command Name	Modifiers	Key	Menu
Text Form Field			
Theme			Format
Thesaurus	Shift+	F7	Language
Time Field	Alt+Shift+	T	
Tip of The Day			
To or from Text			
TOACategory			
Toggle Character Code	Alt+	X	
Toggle Field Display	Shift+	F9	
Toggle Forms Design			
Toggle Full			
Toggle Header Footer Link			
Toggle Main Text Layer			
Toggle Master Document			
Toggle Master Subdocs	Ctrl+	\	
Toggle Page Boundaries			
Toggle Portrait			
Toggle Scribble Mode			
Toggle Text Flow			
Toggle Web Design			
Tool	Shift+	F1	
Toolbars			View
Top Align			
Top Center Align			
Top Left Align			
Top Right Align			
Translate			
Translate Chinese			
Translate Pane	Alt+Shift+	F7	Language
Two Lines in One			
Txbx Autosize			
Un Hang	Ctrl+Shift+	T	
Un Indent	Ctrl+Shift+	M	
Un Indent Char			
Un Indent First Char			
Un Indent First Line			
Un Indent Line			
Underline	Ctrl+	U	
Underline	Ctrl+Shift+	U	
Underline Color			
Underline Style			
Undo	Ctrl+	Z	

Microsoft Word XP – Keyboard Shortcuts

Command Name	Modifiers	Key	Menu
Undo	Alt+	Backspace	
Unlink Fields	Ctrl+	6	
Unlink Fields	Ctrl+Shift+	F9	
Unlock Fields	Ctrl+	4	
Unlock Fields	Ctrl+Shift+	F11	
Update Auto Format	Alt+Ctrl+	U	
Update Fields		F9	
Update Fields	Alt+Shift+	U	
Update IMEDic			
Update Source	Ctrl+Shift+	F7	
Update Table of Contents			
Update Toc			
Update Toc Full			
Using Help			
VBCode	Alt+	F11	
Versions			File
Vertical Frame			
Web			View
Web Add Hyperlnk to Favorites			
Web Add to Favorites			
Web Address			
Web Component			Insert
Web Copy Hyperlink			
Web Go Back	Alt+	Left	
Web Go Forward	Alt+	Right	
Web Hide Toolbars			
Web Open Favorites			
Web Open Hyperlink			
Web Open in New Window			
Web Open Search Page			
Web Open Start Page			
Web Options			
Web Page Preview			File
Web Refresh			
Web Select Hyperlink			
Web Stop Loading			
Web Toolbar			
Web Toolbox			
Wizard			Table
Word Count			Tools
Word Count List	Ctrl+Shift+	G	
Word Count Recount	Ctrl+Shift+	R	

Microsoft Word XP – Keyboard Shortcuts

Command Name	Modifiers	Key	Menu
Word Left	Ctrl+	Left	
Word Left Extend	Ctrl+Shift+	Left	
Word Perfect Help			Help
Word Perfect Help Options			
Word Right	Ctrl+	Right	
Word Right Extend	Ctrl+Shift+	Right	
Word Underline	Ctrl+Shift+	W	
Wrap Boundary			
Wrapping			
WW7_ Decrease Indent			
WW7_ Draw Text Box			
WW7_ Draw Vertical Text Box			
WW7_ Format Drawing Object			
WW7_ Increase Indent			
WW7_ Tools Options			
Zoom			
Zoom Page Width			
Zoom Whole Page			
Zoom100			
Zoom200			
Zoom75			

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