

# Microsoft Word Keyboard

|              | F1           | F2            | F3              | F4          |
|--------------|--------------|---------------|-----------------|-------------|
| Ctrl + Shift |              |               | Insert Spike    |             |
| Ctrl         |              | Print Preview | Spike           | Doc Close   |
| Alt          | Next Field   |               | Create AutoText | Exit        |
| Shift        | What's This? | Copy Text     | Change Case     | Repeat Find |
| Normal       | Help         | Move Text     | InsAutoText     | Repeat      |

| F5                | F6            | F7            | F8               |
|-------------------|---------------|---------------|------------------|
| Edit Bookmk       | Prev Window   | Upd Source    | Block            |
| Restore Doc       | Next Window   | Doc Move      | Doc Size         |
| Restore Window    |               | Next Misspell | Macro            |
| Previous Revision | Previous Pane | Thesaurus     | Shrink Selection |
| Go To             | Next Pane     | Spell Check   | Ext Selection    |

| F9                   | F10               | F11            | F12     |
|----------------------|-------------------|----------------|---------|
| Unlink Fields        | Ruler             | Unlock Fields  | Print   |
| Insert Field         | Doc Max           | Lock Fields    | Open    |
| View Field Codes     | Max Window        | VB Editor      |         |
| Toggle Field Display | DispShortcut Menu | Previous Field | Save    |
| UpdSelFields         | Act Menu Bar      | Next Field     | Save As |

