

Microsoft Word 2019 cheat sheet

Ribbon: Access keys

Alt + F	To use Backstage view, open the File page
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Find, replace, and go to specific items

Alt + Ctrl + Z	Switch between the last four places that you have edited
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Insert or mark table of contents, footnotes and citations

Alt + Shift + O	Mark a table of contents entry
Alt + Shift + X	Mark an index entry
Alt + Ctrl + F	Insert a footnote

Switch to another view of the document

Alt + Ctrl + N	Switch to Draft view
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Working with headings in Outline view

These shortcuts only apply if a document is in Outline view.

Ctrl + Shift + N	Demote to body text
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Format characters

Shift + F3	Change the case of letters
Ctrl + Shift + H	Apply hidden text formatting

Copy formatting

Ctrl + Shift + V	Apply copied formatting to text
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Change paragraph alignment

Ctrl + J	Switch a paragraph between justified and left-aligned
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Insert special characters

Ctrl + F9	A field
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Shift + Enter	A line break
Ctrl + Shift + Space	A nonbreaking space

Insert characters by using character codes

The character code then Alt+X: Insert the Unicode character for the specified Unicode (hexadecimal) character code. For example, to insert the euro currency symbol (Euro currency symbol), type 20AC, and then hold down Alt and press X.

Alt + X	Find out the Unicode character code for the selected character
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Adding objects

Press Ctrl+Tab to switch to the Create from File tab, press Tab, and then type the file name of the object that you want to insert or browse to the file.

Mail merge and fields

Note: You must press Alt+M, or click Mailings, to use these keyboard shortcuts.

Mail merge: Working with fields

Ctrl + Shift + F9	Unlink a field
Alt + F9	Switch between all field codes and their results

Ctrl + Shift + Function keys

Ctrl + Shift + F9	Unlink a field
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Alt + Function keys

Alt + F9	Switch between all field codes and their results
Alt + F11	Display Microsoft Visual Basic code

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More information: defkey.com/microsoft-word-shortcuts?filter=basic

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