



# Microsoft Word 2019 cheat sheet

## Ribbon: Access keys

Alt + F	To use Backstage view, open the File page
Alt + G	To use themes, colors, and effects, such as page borders, open the Design tab
Alt + H	To use common formatting commands, paragraph styles, or to use the Find tool, open Home tab
Alt + M	To manage Mail Merge tasks, or to work with envelopes and labels, open Mailings tab
Alt + N	To insert tables, pictures and shapes, headers, or text boxes, open Insert tab
Alt + P	To work with page margins, page orientation, indentation, and spacing, open Layout tab.
Alt + Q	To type a search term for Help content, open "Tell me" box on ribbon
Alt + R	To use Spell Check, set proofing languages, or to track and review changes to your document, open the Review tab
Alt + S	To add a table of contents, footnotes, or a table of citations, open the References tab
Alt + W	To choose a document view or mode, such as Read Mode or Outline view, open the View tab You can also set Zoom magnification and manage multiple windows of documents

## Ribbon: Change focus by using the keyboard

F10	Select the active tab of the ribbon and activate the access keys
Shift + Tab	Move the focus to commands on the ribbon
Shift + Tab	Move the focus to each command on the ribbon, forward or backward, respectively
Arrow keys	Move down, up, left, or right among

the items on the ribbon

Ctrl + F1	Expand or collapse the ribbon.
Shift + F10	Display the shortcut menu for a selected item.
F6	Move the focus to a different pane of the window, such as the Format Picture pane, the Grammar pane, or the Selection pane
Enter	Activate a selected command or control on the ribbon
Enter	Open a selected menu or gallery on the ribbon
Enter	Finish modifying a value in a control on the ribbon, and move focus back to the document
Ctrl + Alt + 5 then Tab	Cycle through floating shapes, such as text boxes or images (press Tab repeatedly)
Esc	Exit the floating shape navigation and return to the normal navigation.

## Create and edit documents

Ctrl + N	Create a new document
Ctrl + O	Open a document
Ctrl + W	Close a document
Alt + Shift + C or Alt + Ctrl + S	Split the document window
Alt + Shift + C or Alt + Ctrl + S	Remove the document window split
Ctrl + S	Save a document

## Work with web content

Ctrl + K	Insert a hyperlink
Alt + Left arrow	Go back one page
Alt + Right arrow	Go forward one page
F9	Refresh.

## Print and preview documents

Ctrl + P	Print a document
Alt + Ctrl + I	Switch to print preview
Arrow keys	Move around the preview page when zoomed in

Page Down	Move by one preview page when zoomed out
Ctrl + Home	Move to the first preview page when zoomed out
Ctrl + End	Move to the last preview page when zoomed out

## Check spelling and review changes in a document

Alt + R then C	Insert a comment (in the Revision task pane)
Ctrl + Shift + E	Turn change tracking on or off
Alt + Shift + C	Close the Reviewing Pane if it is open.
Alt + R then Down arrow	Select Review tab on ribbon
Alt + R then S	Select Spelling & Grammar

## Find, replace, and go to specific items

Ctrl + F	Open the search box in the Navigation task pane
Ctrl + H	Replace text, specific formatting, and special item.
Ctrl + G	Go to a page, bookmark, footnote, table, comment, graphic, or other location
Alt + Ctrl + Z	Switch between the last four places that you have edited

## Move around in a document

Left arrow	One character to the left
Right arrow	One character to the right
Ctrl + Left arrow	One word to the left
Ctrl + Right arrow	One word to the right
Ctrl + Up arrow	One paragraph up
Ctrl + Down arrow	One paragraph down
Shift + Tab	One cell to the left (in a table)
Tab	One cell to the right (in a table)
Up arrow	Up one line
Down arrow	Down one line

End	To the end of a line
Home	To the beginning of a line
Alt + Ctrl + Page Up	To the top of the window
Alt + Ctrl + Page Down	To the end of the window
Page Up	Up one screen (scrolling)
Page Down	Down one screen (scrolling)
Ctrl + Page Down	To the top of the next page
Ctrl + Page Up	To the top of the previous page
Ctrl + End	To the end of a document
Ctrl + Home	To the beginning of a document
Shift + F5	To a previous revision
Shift + F5	After opening a document, to the location you were working in when the document was last closed

## Insert or mark table of contents, footnotes and citations

Alt + Shift + O	Mark a table of contents entry
Alt + Shift + I	Mark a table of authorities entry (citation).
Alt + Shift + X	Mark an index entry
Alt + Ctrl + F	Insert a footnote
Alt + Ctrl + D	Insert an endnote
Alt + Shift + >	Go to next footnote (in Word 2016)
Alt + Shift + <	Go to previous footnote (in Word 2016)
Alt + Q	Go to "Tell me what you want to do" and Smart Lookup (in Word 2016)

## Switch to another view of the document

Alt + W then F	Switch to Read Mode view
Alt + Ctrl + P	Switch to Print Layout view
Alt + Ctrl + O	Switch to Outline view
Alt + Ctrl + N	Switch to Draft view

## Working with headings in Outline

## view

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

Alt + Shift + Left arrow	Promote a paragraph
Alt + Shift + Right arrow	Demote a paragraph.
Ctrl + Shift + N	Demote to body text
Alt + Shift + Up arrow	Move selected paragraphs up
Alt + Shift + Down arrow	Move selected paragraphs down
Alt + Shift + +	Expand text under a heading
Alt + Shift + -	Collapse text under a heading
Alt + Shift + A	Expand or collapse all text or headings
/	Hide or display character formatting
Alt + Shift + L	Show the first line of text or all text
Alt + Shift + 1	Show all headings with the Heading 1 style
Alt + Shift + [Num 1 - 9]	Show all headings up to Heading 1-9.
Ctrl + Tab	Insert a tab character

## Move through document in Read View mode

Home	Go to beginning of document
End	Go to end of document.
[1 - 9]	Go to page 1-9
Esc	Exit Read mode

## Extending selection

F8	Turn extend mode on
F8 then Left arrow / Right arrow	Select the nearest character
F8	(press once to select a word, twice to select a sentence, and so on) Increase the size of a selection
Shift + F8	Reduce the size of a selection
Esc	Turn extend mode off
Shift + Right arrow	Extend a selection one character to

the right

Shift + Left arrow	Extend a selection one character to the left
Ctrl + Shift + Right arrow	Extend a selection to the end of a word
Ctrl + Shift + Left arrow	Extend a selection to the beginning of a word
Shift + End	Extend a selection to the end of a line
Shift + Home	Extend a selection to the beginning of a line
Shift + Down arrow	Extend a selection one line down
Shift + Up arrow	Extend a selection one line up
Ctrl + Shift + Down arrow	Extend a selection to the end of a paragraph
Ctrl + Shift + Up arrow	Extend a selection to the beginning of a paragraph
Shift + Page Down	Extend a selection one screen down
Shift + Page Up	Extend a selection one screen up
Ctrl + Shift + Home	Extend a selection to the beginning of a document
Ctrl + Shift + End	Extend a selection to the end of a document
Alt + Ctrl + Shift + Page Down	Extend a selection to the end of a window
Ctrl + A	Extend a selection to include the entire document
Ctrl + Shift + F8	Select a vertical block of text then Arrow keys
F8 + Arrow keys	Extend a selection to a specific location in a document

## Delete text and graphics

Backspace	Delete one character to the left
Ctrl + Backspace	Delete one word to the left
Del	Delete one character to the right
Ctrl + Del	Delete one word to the right
Ctrl + X	Cut selected text to the Office Clipboard
Ctrl + Z	Undo the last action
Ctrl + F3	Cut to the Spike (Spike is a feature

that allows you to collect groups of text from different locations and paste them in another location)

## Copy and move text and graphics

Alt + H then F then O	Open the Office Clipboard
Ctrl + C	Copy selected text or graphics to the Office Clipboard
Ctrl + X	Cut selected text or graphics to the Office Clipboard
Ctrl + V	Paste the most recent addition or pasted item from the Office Clipboard
F2 then Move the mouse then Enter	Move text or graphics once
Shift + F2 then Move the mouse then Enter	Copy text or graphics once
Alt + F3	When text or an object is selected, open the Create New Building Block dialog box
Shift + F10	When the building block — for example, a SmartArt graphic — is selected, display the shortcut menu that is associated with it
Ctrl + F3	Cut to the Spike
Ctrl + Shift + F3	Paste the Spike contents
Alt + Shift + R	Copy the header or footer used in the previous section of the document

## Select text and graphics in a table

Tab	Select the next cell's content
Shift + Tab	Select the preceding cell's contents
Shift + Arrow keys	(press arrow keys repeatedly) Extend a selection to adjacent cells
Use the arrow keys to move to the column's top or bottom cell, and then do one of the following:	
Shift + Alt + Page Down	Select the column from top to bottom
Shift + Alt + Page Up	Select the column from bottom to top
To select an entire row: Use arrow keys to move to end	

of the row, either the first cell (leftmost) in the row or to the last cell (rightmost) in the row.

From the first cell in the row, press Shift+Alt+End to select the row from left to right.

From the last cell in the row, press Shift+Alt+Home to select the row from right to left.

Ctrl + Shift + F8 then Arrow keys	Extend a selection (or block)
Alt + Num 5	(with Num Lock off) Select an entire table

## Move within a table

Tab	To the next cell in a row
Shift + Tab	To the previous cell in a row
Alt + Home	To the first cell in a row
Alt + End	To the last cell in a row
Alt + Page Up	To the first cell in a column
Alt + Page Down	To the last cell in a column
Up arrow	To the previous row
Down arrow	To the next row
Alt + Shift + Up arrow	Row up
Alt + Shift + Down arrow	Row down

## Insert paragraphs and tab characters in a table

Enter	New paragraphs in a cell
Ctrl + Tab	Tab characters in a cell

## Format characters

Ctrl + D	Open the Font dialog box to change the formatting of characters.
Shift + F3	Change the case of letters
Ctrl + Shift + A	Format all letters as capitals
Ctrl + B	Apply bold formatting
Ctrl + U	Apply an underline
Ctrl + Shift + W	Underline words but not spaces
Ctrl + Shift + D	Double-underline text
Ctrl + Shift + H	Apply hidden text formatting

Ctrl + I	Apply italic formatting
Ctrl + Shift + K	Format letters as small capitals
Ctrl + =	Apply subscript formatting (automatic spacing)
Ctrl + Shift + +	Apply superscript formatting (automatic spacing)
Ctrl + Space	Remove manual character formatting
Ctrl + Shift + Q	Change the selection to the Symbol font

## Change or resize font

Ctrl + Shift + F	Open the Font dialog box to change the font.
Ctrl + Shift + >	Increase the font size
Ctrl + Shift + <	Decrease the font size
Ctrl + ]	Increase the font size by 1 point
Ctrl + [	Decrease the font size by 1 point

## Copy formatting

Ctrl + Shift + C	Copy formatting from text
Ctrl + Shift + V	Apply copied formatting to text

## Change paragraph alignment

Ctrl + E	Switch a paragraph between centered and left-aligned.
Ctrl + J	Switch a paragraph between justified and left-aligned
Ctrl + R	Switch a paragraph between right-aligned and left-aligned
Ctrl + L	Left align a paragraph
Ctrl + M	Indent a paragraph from the left
Ctrl + Shift + M	Remove a paragraph indent from the left
Ctrl + T	Create a hanging indent
Ctrl + Shift + T	Reduce a hanging indent
Ctrl + Q	Remove paragraph formatting

## Copy and review text formats

Ctrl + Shift + *	(asterisk on numeric keypad does not work) Display nonprinting characters
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Shift + F1 then click the text with the formatting you want to review:  
Review text formatting

Ctrl + Shift + C	Copy formats
Ctrl + Shift + V	Paste formats

## Set line spacing

Ctrl + 1	Single-space lines
Ctrl + 2	Double-space lines
Ctrl + 5	Set 1.5-line spacing
Ctrl + 0	Add or remove one line space preceding a paragraph

## Apply styles to paragraphs

Ctrl + Shift + S	Open Apply Styles task pane.
Alt + Ctrl + Shift + S	Open Styles task pane.
Alt + Ctrl + K	Start AutoFormat
Ctrl + Shift + N	Apply the Normal style
Alt + Ctrl + 1	Apply the Heading 1 style
Alt + Ctrl + 2	Apply the Heading 2 style
Alt + Ctrl + 3	Apply the Heading 3 style

## Insert special characters

Ctrl + F9	A field
Shift + Enter	A line break
Ctrl + Enter	A page break
Ctrl + Shift + Enter	A column break
Alt + Ctrl + Num -	An em dash
Ctrl + Num -	An en dash
Ctrl + -	An optional hyphen
Ctrl + Shift + -	A nonbreaking hyphen
Ctrl + Shift + Space	A nonbreaking space
Alt + Ctrl + C	The copyright symbol
Alt + Ctrl + R	The registered trademark symbol
Alt + Ctrl + T	The trademark symbol
Alt + Ctrl + .	An ellipsis
Ctrl + ` then `	A single opening quotation mark
Ctrl + ' then '	A single closing quotation mark

Ctrl + ` then Shift    Double opening quotation marks  
+ '   

Ctrl + ' then Shift +    Double closing quotation marks  
'   

Enter    (after you type the first few characters of the AutoText entry name and when the ScreenTip appears) An AutoText entry

## 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

Alt    while holding, type character code (on the numeric keypad): Insert the ANSI character for the specified ANSI (decimal) character code. For example, to insert the euro currency symbol, hold down Alt and press 0128 on the numeric keypad

## Adding objects

Alt then N then J    Open object dialog box. Then  
then J    Press down arrow to select an object type and press Enter to create an object

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.

Alt + Shift + K    Preview a mail merge

Alt + Shift + N    Merge a document

Alt + Shift + M    Print the merged document

Alt + Shift + E    Edit a mail-merge data document

Alt + Shift + F    Insert a merge field

## Mail merge: Working with fields

Alt + Shift + D    Insert a DATE field

Alt + Ctrl + L    Insert a LISTNUM field

Alt + Shift + P    Insert a Page field

Alt + Shift + T    Insert a TIME field

Ctrl + F9    Insert an empty field

Ctrl + Shift + F7    Update linked information in a Microsoft Word source document

F9    Update selected fields

Ctrl + Shift + F9    Unlink a field

Shift + F9    Switch between a selected field code and its result

Alt + F9    Switch between all field codes and their results

Alt + Shift + F9    Run GOTOBUTTON or MACROBUTTON from the field that displays the field results

F11    Go to the next field

Shift + F11    Go to the previous field

Ctrl + F11    Lock a field

Ctrl + Shift + F11    Unlock a field

## Language bar: Set proofing language

Alt + R then U    Open the Set Proofing Language dialog box  
then L   

Down arrow    Review list of proofing languages

Alt + R then L    Set default languages

## Language bar: Turn on East Asian Input Method Editors

Alt + ~    Turn Japanese Input Method Editor (IME) on 101 keyboard on or off

Right arrow    Alt Turn Korean Input Method Editor (IME) on 101 keyboard on or off

Ctrl + Space    Turn Chinese Input Method Editor (IME) on 101 keyboard on or off

## Function key reference

F1	Get Help or visit Office.com.
F2	Move text or graphics
F4	Repeat the last action
F5	Choose the Go To command (Home tab)
F6	Go to the next pane or frame
F7	Choose the Spelling command (Review tab)
F8	Extend a selection
F9	Update the selected fields
F10	Show KeyTips
F11	Go to the next field
F12	Choose the Save As command

## Shift + Function keys

Shift + F1	Start context-sensitive Help or reveal formatting
Shift + F2	Copy text.
Shift + F3	Change the case of letters
Shift + F4	Repeat a Find or Go To action
Shift + F5	Move to the last change
Shift + F6	Go to the previous pane or frame (after pressing F6)
Shift + F7	Choose the Thesaurus command (Review tab, Proofing group)
Shift + F8	Reduce the size of a selection
Shift + F9	Switch between a field code and its result
Shift + F10	Display a shortcut menu
Shift + F11	Go to the previous field
Shift + F12	Choose the Save command

## Ctrl + Function keys

Ctrl + F1	Expand or collapse the ribbon
Ctrl + F2	Choose the Print Preview command.
Ctrl + F3	Cut to the Spike
Ctrl + F4	Close the window
Ctrl + F6	Go to the next window
Ctrl + F9	Insert an empty field
Ctrl + F10	Maximize the document window

Ctrl + F11	Lock a field
Ctrl + F12	Choose the Open command

## Ctrl + Shift + Function keys

Ctrl + Shift + F3	Insert the contents of the Spike
Ctrl + Shift + F5	Edit a bookmark
Ctrl + Shift + F6	Go to the previous window
Ctrl + Shift + F7	Update linked information in a Word source document
Ctrl + Shift + F8	Extend a selection or block then Arrow keys
Ctrl + Shift + F9	Unlink a field
Ctrl + Shift + F11	Unlock a field
Ctrl + Shift + F12	Choose the Print command

## Alt + Function keys

Alt + F1	Go to the next field
Alt + F3	Create a new Building Block
Alt + F4	Exit Word
Alt + F5	Restore the program window size
Alt + F6	Move from an open dialog box back to the document, for dialog boxes that support this behavior
Alt + F7	Find the next misspelling or grammatical error
Alt + F8	Run a macro
Alt + F9	Switch between all field codes and their results
Alt + F10	Display the Selection task pane
Alt + F11	Display Microsoft Visual Basic code

## Alt + Shift + Function keys

Alt + Shift + F1	Go to the previous field
Alt + Shift + F2	Choose the Save command
Alt + Shift + F9	Run GOTOBUTTON or MACROBUTTON from the field that displays the field results
Alt + Shift + F10	Display a menu or message for an available action
Alt + Shift + F12	Choose Table of Contents button in the Table of Contents container when the container is active.

## Ctrl + Alt + Function keys

Ctrl + Alt + F1	Display Microsoft System Information
Ctrl + Alt + F2	Choose the Open command

## Undocumented shortcuts

Ctrl + Alt + Enter	Insert "style separator". You can apply different paragraph styles to the left and right of the style separator. That can be useful for references. And you can also use it to limit the text that is included in the Table of Contents.
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