

Word Web App cheat sheet

Reading view

Tab then Enter	(Tab to the Generate more accessible view (new window) command, Enter) Go to a view that is accessible to screen-reader software and to keyboard selection of content (requires PDF reader)
Ctrl + Find	text
F3	Find text
Esc	Hide the Search pane
Ctrl + Z	Switch to Zoom control
Ctrl + G	Switch to page-number control
[1 - 9]	(Type page number (in page-number control)) Go to a specific page
Ctrl + P	Print

Editing view

Ctrl + F6 or Ctrl + Shift + F6	Move between ribbon and document content
Ctrl + [Move from editing document to Home tab
Ctrl +]	Move from editing document to most recently used ribbon command
Tab then Enter	Activate a different ribbon tab
Tab	Move among ribbon commands
Enter	Execute the currently selected ribbon command
Ctrl + F3	Collapse or expand the ribbon
Move insertion point:	
Right arrow	Right one character
Left arrow	Left one character
Ctrl + Right arrow	Right one word
Ctrl + Left arrow	Left one word
Up arrow	Up one line
Down arrow	Down one line
Ctrl + Up arrow	Up one paragraph
Ctrl + Down arrow	Down one paragraph
Home	Beginning of line
End	End of line

Ctrl + Home	Beginning of page
Ctrl + End	End of page
Select content: Expand selection:	
Shift + Right arrow	Right one character
Shift + Left arrow	Left one character
Shift + Ctrl + Right arrow	Right one word
Shift + Ctrl + Left arrow	Left one word
Shift + Up arrow	Up one line
Shift + Down arrow	Down one line
Shift + Ctrl + Up arrow	Up one paragraph
Shift + Ctrl + Down arrow	Down one paragraph
Shift + Home	To beginning of paragraph
Shift + End	To end of paragraph
Shift + Ctrl + Home	To beginning of document
Shift + Ctrl + End	To end of document
Ctrl + A	Whole document
Ctrl + Alt + G	Select image
Edit content:	
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + K	Insert hyperlink
Ctrl + Z	Undo
Ctrl + Y	Redo
Alt + F7	Move from on misspelled word to another
Format text:	
Ctrl + B	Bold
Ctrl + I	Italics
Ctrl + U	Underline
Ctrl + .	Bulleted list
Ctrl + L	Align left
Ctrl + R	Align right
Ctrl + E	Align centered

Source: Microsoft support

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More information: defkey.com/sah/microsoft-word-for-the-web-2023-shortcuts

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