



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/tg/microsoft-word-for-the-web-2023-shortcuts

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