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Word Shortcut Keys

Paragraph Formatting		Character Formatting		Other Actions	
Center	Ctrl+E	Bold	Ctrl+B	Cut	Ctrl+X
Right Align	Ctrl+R	Italic	Ctrl+I	Copy	Ctrl+C
Left Align	Ctrl+L	Cont. Underline	Ctrl+U	Paste	Ctrl+V
Justify	Ctrl+J	Word Underline	Ctrl+Shift+W	Repeat	Ctrl+Y or F4
Reset to Style	Ctrl+Q	Double Underline	Ctrl+Shift+D	Cancel	Esc
Space Before	Ctrl+zero	Subscript	Ctrl+=	New Line	Shift+Enter
Single-space	Ctrl+1	Superscript	Ctrl+Shift+=	New Page	Ctrl+Enter
Double Space	Ctrl+2	All Caps	Ctrl+Shift+A	New Column	Ctrl+Shift+Enter
Apply Style	Ctrl+Shift+S	Small Caps	Ctrl+Shift+K	Optional "-"	Ctrl+"-"
Increase Indent	Ctrl+M	Font	Ctrl+D	Nonbreaking "-"	Ctrl+Shift+"-"
Decrease Indent	Ctrl+Shift+M	Point Size	Ctrl+Shift+P	Nonbreaking " "	Ctrl+Shift+" "
Hanging Indent	Ctrl+T	Hidden	Ctrl+Shift+H	Tab Character	Ctrl+Tab
Remove Hanging Indent	Ctrl+Shift+T	Reset Character	Ctrl+Shift+Z or Ctrl+Space	Reveal Codes	Shift+F1, then click text
Editing		File		Screen Up/Down	PageUp/Down
Delete Word	Ctrl+Delete	Save	Ctrl+S	Show/Hide	Ctrl+Shift+"*"
Search	Ctrl+F	Retrieve	Ctrl+O	Footnotes	Ctrl+Alt+F
Replace	Ctrl+H	Print	Ctrl+P	Menus	Alt

Word Function Keys

F1	F2	F3	F4	F5	F6	
Help	Move	Autotext	Repeat	Go To	Next Pane	Shift+
Context Help	Copy	Change Case	Repeat Find	Go Back	Previous Pane	
			Quit Word	Restore Word	Next Wind	Alt+
		Cut to Spike	Close	Restore Doc	Prev Wind	Ctrl+
		Insert Spike		Bookmark		Ctrl+Shift+
F7	F8	F9	F10	F11	F12	
Spelling	Expand Select	Update Field	Menu Bar	Next Field	Save As	Shift+
Thesaurus	Shrink Select	Field Code	Shortcuts	Previous Field	Save	
		All Fields	Max Word	Annotation		Alt+
Move Doc	Size Doc	Insert Field	Max Doc	Lock Field	Open	Ctrl+
		Unlink Field		Unlock Field	Print	Ctrl+Shift+
		Do Field Click				Alt+Shift+