



ADVANCED WORD KEYBOARD SHORTCUTS

WORD KEYSTROKE	DESCRIPTION	WORD KEYSTROKE	DESCRIPTION
View Formats		Format Font	
ALT + CTRL + P	Switch to print layout view	CTRL +]	Increase the font size by 1 point
ALT + CTRL + N	Switch to normal view	CTRL + [Decrease the font size by 1 point
ALT + CTRL + I	Toggle print preview	SHIFT + F3	Change the case of letters
CTRL + F2	Choose the Print Preview command (File menu)	CTRL + SHIFT + A	Format letters as all possible
CTRL + F12	Choose the Open command (File menu)	CTRL + SHIFT + W	Underline words but not spaces
		CTRL + SHIFT + K	Format letters as small capitals
Editing/Spacing		Styles	
SHIFT + ENTER	A line break	CTRL + SHIFT + N	Apply the normal style
CTRL + ENTER	A page break	ALT + CTRL + 1	Apply the heading 1 style
CTRL + SHIFT + ENTER	A column break	ALT + CTRL + 2	Apply the Heading 2 style
		ALT + CTRL + 3	Apply the Heading 3 style
Line Spacing		Symbols	
CTRL + 1	Single-space lines	CTRL + SHIFT + SPACEBAR	Create a nonbreaking space
CTRL + 2	Double-space lines	CTRL + SHIFT + HYPHEN	Create a nonbreaking hyphen
CTRL + 5	Set 1.5 line spacing	ALT + CTRL + C	The copyright symbol
CTRL + 0 (zero)	Add or remove one line space preceding a paragraph	ALT + CTRL + R	The registered trademark symbol
		ALT + CTRL + T	The trademark symbol
Page Navigation		ALT + CTRL + period	An ellipsis
ALT + CTRL + PAGE UP	To the top of the window	Other	
ALT + CTRL + PAGE DOWN	To the end of the window	CTRL + DOWN ARROW	On a shortened menu, display all commands
CTRL + PAGE DOWN	To the top of the next page	ALT + SHIFT + D	Insert a DATE field
CTRL + PAGE UP	To the top of the previous page	ALT + SHIFT + T	Insert a TIME field
Table Navigation			
ALT + 5 on the numeric keypad (with NUM LOCK off)	Select an entire table		
ALT + HOME	First cell in a row		
ALT + END	Last cell in a row		
ALT + PAGE UP	First cell in a column		
ALT + PAGE DOWN	Last cell in a column		
CTRL + TAB	Tab characters in a cell		