

BulletProof Writing Services

Microsoft Word Shortcuts for Windows

Access Keys for Ribbon Tabs

| Desired Action | Shortcut |
|-------------------------|----------|
| Open the Home tab | Alt + H |
| Open the Insert tab | Alt + N |
| Open the Layout tab | Alt + P |
| Open the References tab | Alt + S |
| Open the Review tab | Alt + R |

Navigating within the Document*

| Desired Action | Shortcut |
|-------------------------------------------------------------------------------------------|----------------------------------------------------|
| Move the cursor one word to the left or right | Ctrl + Left or Right arrow key |
| Move the cursor up or down by one paragraph | Ctrl + Up or Down arrow key |
| Move the cursor to the end of the current line | End |
| Move the cursor to the start of the current line | Home |
| Move the cursor to the top or bottom of the screen | Ctrl + Alt + Page Up or Page Down |
| Move the cursor to the end of the document | Ctrl + End |
| Move the cursor to the start of the document | Ctrl + Home |
| Move the cursor to the site of the last revision | Shift + F5 |
| Move the cursor to the site of the last revision made before the document was last closed | Shift + F5, immediately after opening the document |
| Cycle through floating shapes, like text boxes or images | Ctrl + Alt + 5, then the Tab key repeatedly |
| Display the Go To dialog box | Ctrl + G |

Select Text and Graphics

| Desired Action | Shortcut |
|--------------------------------------------------------------------|----------------------------------------|
| Select text | Shift + Arrow keys |
| Select words to the left or right | Ctrl + Shift + Left or Right arrow key |
| Select from current position to beginning of the current line | Shift + Home |
| Select from current position to the end of the current line | Shift + End |
| Select from current position to beginning of the current paragraph | Ctrl + Shift + Up arrow key |
| Select from current position to the beginning of the document | Ctrl + Shift + Home |
| Select from current position to the end of the document | Ctrl + Shift + End |

Extend Selection*

| Desired Action | Shortcut |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| Start extending the selection | F8 (In extend selection mode, clicking a location in the document extends the selection to that location.) |
| Select the nearest character to the left or right | F8, Left or Right arrow key |
| Extend the selection | F8 repeatedly to expand the selection to the entire word, sentence, paragraph, section, and document |
| Reduce the selection | Shift + F8 |
| Stop extending the selection | Esc |

Edit Text and Graphics*

| Desired Action | Shortcut |
|----------------------------------------------|----------------------------------------------------------------------|
| Delete one word to the left | Ctrl + Backspace |
| Delete one word to the right | Ctrl + Delete |
| Move selected content to a specific location | F2, move the cursor to the destination, and then press Enter |
| Copy selected content to a specific location | Shift + F2, move the cursor to the destination, and then press Enter |

Alignment and Formatting

| Desired Action | Shortcut |
|---------------------------------------|------------------|
| Create a hanging indent | Ctrl + T |
| Remove a hanging indent | Ctrl + Shift + T |
| Apply single spacing to the paragraph | Ctrl + 1 |
| Apply double spacing to the paragraph | Ctrl + 2 |

Insert Special Characters

| Desired Action | Shortcut |
|----------------------------|-------------------------------------------------|
| Insert a page break | Ctrl + Enter |
| Insert a line break | Shift + Enter |
| Insert an em dash (—) | Ctrl + Alt + Minus sign (on the numeric keypad) |
| Insert an en dash (–) | Ctrl + Minus sign (on the numeric keypad) |
| Insert a nonbreaking space | Ctrl + Shift + Space bar |

*Please note that if your function keys double as brightness or volume controls, you may need to press the FN key in addition to the numbered function key. In some cases, the shortcuts require using the keyboard number keys instead of the numeric keypad.