

## Word 2007 Keyboard Shortcuts

Link to [ALL Word 2007 Keyboard Shortcuts](#)

(Yes, there are more!)

Kathy Kellie's Favorites are shaded.

To do this	Press
To the beginning of a document	CTRL+HOME
To the beginning of a line	HOME
To the end of a document	CTRL+END
To the end of a line	END
Undo the last action.	CTRL+Z
Redo the last action.	CTRL+Y
Apply an underline.	CTRL+U
Apply bold formatting.	CTRL+B
Apply italic formatting.	CTRL+I
Change the case of letters.	SHIFT+F3
Copy selected text or graphics to the Office Clipboard.	CTRL+C
Cut selected text or graphics to the Office Clipboard.	CTRL+X
Paste the most recent addition to the Office Clipboard.	CTRL+V
Decrease the font size by 1 point.	CTRL+[
Delete one character to the left.	BACKSPACE
Delete one character to the right.	DELETE
Delete one word to the left.	CTRL+BACKSPACE
Delete one word to the right.	CTRL+DELETE
Increase the font size by 1 point.	CTRL+]
Indent a paragraph from the left.	CTRL+M
Switch a paragraph between centered and left-aligned.	CTRL+E
Switch a paragraph between justified and left-aligned.	CTRL+J
Switch a paragraph between right-aligned and left-aligned.	CTRL+R
One character to the left (big deal)	LEFT ARROW
One character to the right (big deal)	RIGHT ARROW
One word to the left	CTRL+LEFT ARROW
One word to the right	CTRL+RIGHT ARROW
Up one line (big deal)	UP ARROW
Down one line (big deal)	DOWN ARROW
One paragraph down	CTRL+DOWN ARROW
One paragraph up	CTRL+UP ARROW
After opening a document, to the location you were working in when the document was last closed	SHIFT+F5
Single-space lines.	CTRL+1
Set 1.5-line spacing.	CTRL+5
Double-space lines.	CTRL+2
Create a hanging indent.	CTRL+T

## Word 2007 Keyboard Shortcuts

To do this	Press
Remove a paragraph indent from the left.	CTRL+SHIFT+M
Reduce a hanging indent.	CTRL+SHIFT+T
Remove manual character formatting.	CTRL+SPACEBAR
Create a new document of the same type as the current or most recent document.	CTRL+N
Open a document.	CTRL+O
Close a document.	CTRL+W
Save a document.	CTRL+S
Add or remove one line space preceding a paragraph.	CTRL+0 (zero)
Double-underline text.	CTRL+SHIFT+D
Underline words but not spaces.	CTRL+SHIFT+W
Down one screen (scrolling)	PAGE DOWN
Format all letters as capitals.	CTRL+SHIFT+A
One cell to the left (in a table)	SHIFT+TAB
One cell to the right (in a table)	TAB
Remove paragraph formatting.	CTRL+Q
To the end of the window	ALT+CTRL+PAGE DOWN
To the top of the next page	CTRL+PAGE DOWN
To the top of the previous page	CTRL+PAGE UP
To the top of the window	ALT+CTRL+PAGE UP
Up one screen (scrolling)	PAGE UP
When the building block — for example, a SmartArt graphic — is selected, display the shortcut menu that is associated with it.	SHIFT+F10
Create a nonbreaking space.	CTRL+SHIFT+SPACEBAR
Create a nonbreaking hyphen.	CTRL+HYPHEN
Paste special	CTRL+ALT+V
Paste formatting only	CTRL+SHIFT+V
Open the Word Count dialog box.	CTRL+SHIFT+G
Split the document window.	ALT+CTRL+S
Remove the document window split.	ALT+SHIFT+C
Find text, formatting, and special items.	CTRL+F
Repeat find (after closing Find and Replace window).	ALT+CTRL+Y
Replace text, specific formatting, and special items.	CTRL+H
Go to a page, bookmark, footnote, table, comment, graphic, or other location.	CTRL+G
Switch between the last four places that you have edited.	ALT+CTRL+Z
Move to the previous edit location.	CTRL+PAGE UP
Move to the next edit location.	CTRL+PAGE DOWN
Switch to Print Layout view.	ALT+CTRL+P
Switch to Outline view.	ALT+CTRL+O
Switch to Draft view.	ALT+CTRL+N

## Word 2007 Keyboard Shortcuts

To do this	Press
Print a document.	CTRL+P
Switch in or out of print preview.	ALT+CTRL+I
Cut to the Spike.	CTRL+F3
Paste the Spike contents.	CTRL+SHIFT+F3