



Microsoft Word 2007: Common Keyboard Shortcuts

How to perform common tasks using shortcuts

Introduction

With the redesign of Word 2007, the Ribbon replaced Word 2003's menus and toolbar. Most Word 2003 menu access keys still work. However, you'll need to know the full shortcut from memory since no on-screen reminders exist. The following keyboard shortcuts refer to the U.S. keyboard layout. Keys on other layouts might not correspond exactly. For keyboard shortcuts in which you press two or more keys simultaneously, the keys to press are separated by a plus sign (+). For more shortcuts, please visit Microsoft's training website at <http://office.microsoft.com/en-us/word/HP101476261033.aspx>.

Common Keyboard Shortcuts

If you want to...	Press
Create a new document.	CTRL+N
Open a document.	CTRL+O
Save a document.	CTRL+S
Choose the Save As command.	F12
Print a document	CTRL+P
Copy the selected text or object.	CTRL+C
Cut the selected text or object.	CTRL+X
Paste text or an object.	CTRL+V
Paste special	CTRL+ALT+V
Paste formatting only	CTRL+SHIFT+V
Undo the last action.	CTRL+Z
Redo the last action.	CTRL+Y
Make letters bold .	CTRL+B
Make letters <i>italic</i> .	CTRL+I
<u>Underline</u> letters.	CTRL+U
Remove paragraph or character formatting.	CTRL+SPACEBAR
Open the Word Count dialog box.	CTRL+SHIFT+G
Get Help or visit Microsoft Office Online.	F1
Move text or graphics.	F2
Repeat the last action.	F4
Choose the Spelling command.	F7
Extend a selection.	F8
Show KeyTips.	F10