

MS WORD RIBBON TAB SHORTCUTS KEYS	
RIBBON TAB	SHORTCUT KEY
File	Alt + F
Home	Alt + H
Insert	Alt + N
Design	Alt + G
Layout	Alt + P
References	Alt + S
Mailings	Alt + M
Review	Alt + R
View	Alt + W
Help	Alt + Y2 or F1
Tell Me	Alt + Q

MS WORD HOME TAB SHORTCUTS KEYS	
ACTION	SHORTCUT KEY
Clipboard	
Paste	Ctrl + V
Cut	Ctrl + X
Copy	Ctrl + C
Format Painter	Ctrl + Shift + C (copy formatting)
Font	
Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Strikethrough	Alt + H + 4
Subscript	Ctrl + =
Superscript	Ctrl + Shift + =
Increase Font Size	Ctrl + Shift + >
Decrease Font Size	Ctrl + Shift + <

Change Case	Shift + F3
Paragraph	
Align Left	Ctrl + L
Center	Ctrl + E
Align Right	Ctrl + R
Justify	Ctrl + J
Line Spacing	Ctrl + 1 (single), Ctrl + 2 (double)
Bullets	Ctrl + Shift + L
Numbering	Alt + H + N
Decrease Indent	Ctrl + Shift + M
Increase Indent	Ctrl + M
Styles	
Apply Normal Style	Ctrl + Shift + N
Apply Heading 1	Alt + Ctrl + 1
Apply Heading 2	Alt + Ctrl + 2
Apply Heading 3	Alt + Ctrl + 3

MS WORD INSERT TAB SHORTCUTS KEYS	
ACTION	SHORTCUT KEY
Pages	
Cover Page	Alt + N + C
Blank Page	Alt + N + B
Page Break	Ctrl + Enter
Tables	
Insert Table	Alt + N + T
Draw Table	Alt + N + T + D
Excel Spreadsheet	Alt + N + T + E
Illustrations	
Pictures	Alt + N + P
Shapes	Alt + N + S
Icons	Alt + N + I
3D Models	Alt + N + M
SmartArt	Alt + N + M
Chart	Alt + N + C

Screenshot	Alt + N + S + C
Links	
Link	Ctrl + K
Bookmark	Alt + N + K
Cross-reference	Alt + N + R
Comments	
Comment	Alt + N + M
Header & Footer	
Header	Alt + N + H
Footer	Alt + N + O
Page Number	Alt + N + N
Text	
Text Box	Alt + N + X
Quick Parts	Alt + N + Q
WordArt	Alt + N + W
Drop Cap	Alt + N + R
Signature Line	Alt + N + G

Date & Time	Alt + N + D
Object	Alt + N + J
Symbols	
Equation	Alt + N + E
Symbol	Alt + N + Y

MS WORD DESIGN TAB SHORTCUTS KEYS	
ACTION	SHORTCUT KEY
Document Formatting	
Themes	Alt + G + TH
Colors	Alt + G + TC
Fonts	Alt + G + TF
Paragraph Spacing	Alt + G + TP
Effects	Alt + G + TE
Set as Default	Alt + G + SD
Page Background	
Watermark	Alt + G + W

Page Color	Alt + G + PC
Page Borders	Alt + G + PB

MS WORD LAYOUT TAB SHORTCUTS KEYS	
ACTION	SHORTCUT KEY
Page Setup	
Margins	Alt + P + M
Orientation	Alt + P + O
Size	Alt + P + S
Columns	Alt + P + J
Breaks	Alt + P + B
Line Numbers	Alt + P + LN
Hyphenation	Alt + P + H
Paragraph	
Indent Left	Alt + P + IL
Indent Right	Alt + P + IR
Spacing Before	Alt + P + PB

Spacing After	Alt + P + PA
Arrange	
Position	Alt + P + PO
Wrap Text	Alt + P + TW
Bring Forward	Alt + P + BF
Send Backward	Alt + P + SB
Selection Pane	Alt + P + SP
Align	Alt + P + AG
Group	Alt + P + GG
Rotate	Alt + P + R

MS WORD REFERENCES TAB SHORTCUTS KEYS

ACTION	SHORTCUT KEY
Table of Contents	
Table of Contents	Alt + S + T
Update Table	Alt + S + U
Footnotes	

Insert Footnote	Alt + Ctrl + F
Insert Endnote	Alt + Ctrl + D
Next Footnote	Alt + S + N
Citations & Bibliography	
Insert Citation	Alt + S + C
Manage Sources	Alt + S + M
Style	Alt + S + Y
Bibliography	Alt + S + B
Captions	
Insert Caption	Alt + S + P
Table of Figures	Alt + S + G
Update Table of Figures	Alt + S + U
Cross-reference	Alt + S + R
Index	
Mark Entry	Alt + Shift + X
Insert Index	Alt + S + X
Update Index	Alt + S + U

Table of Authorities	
Mark Citation	Alt + Shift + I
Table of Authorities	Alt + S + A
Update Table of Authorities	Alt + S + U

MS WORD MAILING TAB SHORTCUTS KEYS	
ACTION	SHORTCUT KEY
Create	
Envelopes	Alt + M + E
Labels	Alt + M + L
Start Mail Merge	
Start Mail Merge	Alt + M + M
Select Recipients	Alt + M + S
Edit Recipient List	Alt + M + R
Write & Insert Fields	
Highlight Merge Fields	Alt + M + H
Address Block	Alt + M + A

Greeting Line	Alt + M + G
Insert Merge Field	Alt + M + I
Rules	Alt + M + R
Match Fields	Alt + M + M
Update Labels	Alt + M + U
Preview Results	
Preview Results	Alt + M + P
Find Recipient	Alt + M + F
Auto Check for Errors	Alt + M + K
Finish	
Finish & Merge	Alt + M + F

MS WORD REVIEW TAB SHORTCUTS KEYS	
ACTION	SHORTCUT KEY
Proofing	
Spelling & Grammar	F7
Thesaurus	Shift + F7

Word Count	Alt + R + W
Language	
Translate	Alt + R + L
Language	Alt + R + U
Comments	
New Comment	Alt + R + C
Delete Comment	Alt + R + D
Previous Comment	Alt + R + P
Next Comment	Alt + R + N
Tracking	
Track Changes	Ctrl + Shift + E
Accept Change	Alt + R + A
Reject Change	Alt + R + J
Previous Change	Alt + R + V
Next Change	Alt + R + X
Compare	
Compare	Alt + R + G

Combine	Alt + R + M
Protect	

MS WORD VIEW TAB SHORTCUTS KEYS	
ACTION	SHORTCUT KEY
Views	
Read Mode	Alt + W + F
Print Layout	Alt + W + P
Web Layout	Alt + W + L
Outline	Alt + W + U
Draft	Alt + W + E
Show	
Ruler	Alt + W + R
Gridlines	Alt + W + G
Navigation Pane	Alt + W + K
Restrict Editing	Alt + R + P

Zoom	
Zoom	Alt + W + Q
100%	Alt + W + J
One Page	Alt + W + 1
Multiple Pages	Alt + W + 2
Page Width	Alt + W + 3
Window	
New Window	Alt + W + N
Arrange All	Alt + W + A
Split	Alt + W + S
View Side by Side	Alt + W + B
Synchronous Scrolling	Alt + W + Y
Reset Window Position	Alt + W + R
Switch Windows	Alt + W + W
Macros	
Macros	Alt + W + M