

Key	Description
F1	Get online Help
F2	Move text or graphics
F3	Insert an AutoText entry (after Word displays the entry)
F4	Repeat the last action taken
F5	Choose the Go To command
F6	Go to the next pane or frame
F7	Choose the Spell Checker command
F8	Extend a selection
F9	Update Selected fields
F10	Activate the menu bar
F11	Go to the next field
F12	Choose the Save As command
Alt + F4	Quit Word
Alt + F5	Restore the program window size
Alt + F10	Maximize the program window
Ctrl + [Decrease the font size by 1 point
Ctrl +]	Increase the font size by 1 point
Ctrl + 1	Single-space lines
Ctrl + 2	Double-space lines
Ctrl + 5	Set 1.5-line spacing
Ctrl + B	Make letters bold
Ctrl + C	Copy the selected text or object
Ctrl + D	Change the formatting of characters
Ctrl + E	Center a paragraph
Ctrl + = (equal)	Apply subscript formatting
Ctrl + F2	Choose the Print Preview command
Ctrl + F4	Close the window
Ctrl + F5	Restore the document window size
Ctrl + F6	Go to the next window
Ctrl + F10	Maximize the document window
Ctrl + F12	Choose the Open command
Ctrl + - (hyphen)	Create a non-breaking hyphen
Ctrl + I	Make letters italic
Ctrl + J	Justify a paragraph
Ctrl + L	Left align a paragraph
Ctrl + M	Indent a paragraph from the left
Ctrl + Q	Remove paragraph formatting
Ctrl + R	Right align a paragraph
Ctrl + Spacebar	Remove character formatting
Ctrl + U	Apply an underline
Ctrl + V	Cut
Ctrl + W	Closes an open document
Ctrl + X	Cut the selected text or object
Ctrl + Z	Undo