

Keyboard Shortcuts

To reduce the amount of mouse to keyboard switching use these keyboard shortcuts...

This table contains information on how to: Move Around in a Document, Copy, Cut or Delete Text, Insert Special Characters, Select Text, Select Text in a table, Extend a Selection, and Move around in a table.

[To move around in a document](#)

[To Copy, Cut or Delete Text](#)

[To Insert Special Characters](#)

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[To Select Text in a table](#)

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To move around in a document	
TO MOVE	PRESS
One character to the left	LEFT ARROW
One character to the right	RIGHT ARROW
One word to the left	CTRL+LEFT ARROW
One word to the right	CTRL+RIGHT ARROW
One paragraph up	CTRL+UP ARROW
One paragraph down	CTRL+DOWN ARROW
One cell to the left (in a table)	SHIFT+TAB
One cell to the right (in a table)	TAB
Up one line	UP ARROW
Down one line	DOWN ARROW
To the end of a line	END
To the beginning of a line	HOME
To the top of the window	ALT+CTRL+PAGE UP
To the end of the window	ALT+CTRL+PAGE DOWN
Up one screen (scrolling)	PAGE UP
Down one screen (scrolling)	PAGE DOWN
To the top of the next page	CTRL+PAGE DOWN
To the top of the previous page	CTRL+PAGE UP
To the end/beginning of a document	CTRL+END/HOME
To a previous revision	SHIFT+F5
To the location of the insertion point when the document was last closed	SHIFT+F5
To Copy, Cut or Delete Text	
TO	PRESS
Delete one character to the left	BACKSPACE
Delete one word to the left	CTRL+BACKSPACE
Delete one character to the right	DELETE
Delete one word to the right	CTRL+DELETE
Cut selected text to the Clipboard	CTRL+X
Copy text or graphics	CTRL+C

Paste the Clipboard contents	CTRL+V
Undo the last action	CTRL+Z

To Insert Special Characters

To Insert	Press
A line break	SHIFT+ENTER
A page break	CTRL+ENTER
A column break	CTRL+SHIFT+ENTER
An optional hyphen	CTRL+HYPHEN
A nonbreaking hyphen	CTRL+SHIFT+HYPHEN
A nonbreaking space	CTRL+SHIFT+SPACEBAR
The copyright symbol	ALT+CTRL+C
The registered trademark symbol	ALT+CTRL+R
The trademark symbol	ALT+CTRL+T
An ellipsis	ALT+CTRL+period

To Select Text

HINT: (Hold down SHIFT and press the key that moves the insertion point.)

If you know the key combination to move the insertion point, select the text by using the same key combination while holding down SHIFT key. Example RIGHT ARROW moves the insertion point to the next character, and SHIFT+RIGHT ARROW selects the next character.

To select	PRESS
One character to the right/left	SHIFT+RIGHT ARROW/LEFT ARROW
To the end/beginning of a word	CTRL+SHIFT+RIGHT ARROW/LEFT ARROW
To the end/beginning of a line	SHIFT+END/HOME
One line down/up	SHIFT+DOWN ARROW/UP ARROW
To the end/beginning of a paragraph	CTRL+SHIFT+DOWN ARROW/UP ARROW
One screen down/up	SHIFT+PAGE DOWN/PAGE UP
To the end of a window	ALT+CTRL+PAGE DOWN
To the end/beginning of a document	CTRL+SHIFT+END/HOME
To include the entire document	CTRL+A
To a specific location in a document	F8+arrow keys; press ESC to cancel selection mode

To Select Text in a table

TO	PRESS
Select the next cell's contents	TAB
Select the preceding cell's contents	SHIFT+TAB
Extend a selection to adjacent cells	Hold down SHIFT and press an arrow key repeatedly
Select a column	Click in the column's top or bottom cell. Hold down SHIFT and press the UP ARROW or DOWN ARROW key repeatedly
Extend a selection (or block)	CTRL+SHIFT+F8, and then use the arrow keys; press ESC to cancel selection mode
Reduce the selection size	SHIFT+F8
Select an entire table	ALT+5 on the numeric keypad (with NUM LOCK off)

To Extend a Selection

TO	PRESS
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Turn extend mode on	F8
Select the nearest character	F8, and then press LEFT ARROW or RIGHT ARROW
Increase the size of a selection	F8 (press once to select a word, twice to select a sentence, and so forth)
Reduce the size of a selection	SHIFT+F8
Turn extend mode off	ESC
Moving around in a table	
In a table to move to	PRESS
Next cell in a row	TAB
Previous cell in a row	SHIFT+TAB
First/Last cell in a row	ALT+HOME/END
First/Last cell in a column	ALT+PAGE UP/PAGE DOWN
Previous row	UP ARROW
Next row	DOWN ARROW