

## Word 2007 Keyboard Shortcuts

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| <p><b>Standard</b></p> <p>Ctrl + N - New Document<br/>         Ctrl + O - Open Document<br/>         Ctrl + W - Close Document<br/>         Alt + F4 - Quit Word<br/>         Ctrl + S - Save<br/>         F12 - Save As<br/>         Ctrl + P - Print<br/>         Ctrl + Z - Undo<br/>         Ctrl + Y - Redo<br/>         Ctrl + K - Hyperlink<br/>         Insert - Overtyping<br/>         F1 - Help<br/>         F5 - Go To<br/>         F7 - Spell Check<br/>         Shift + F7 - Thesaurus<br/>         Alt + F8 - Macros<br/>         Alt + F11 - VB Editor</p>   | <p><b>Selection and Navigation</b></p> <p>Ctrl + F - Find<br/>         Ctrl + G - Go To<br/>         Ctrl + H - Replace<br/>         Ctrl + Home - Start of Document<br/>         Ctrl + End - End of Document<br/>         Ctrl + Page Up - Previous Page<br/>         Ctrl + Page Down - Next Page<br/>         Ctrl + A - Select All<br/>         Ctrl + Shift + Home - Select the Rest of the document before the Cursor<br/>         Ctrl + Shift + End - Select the Rest of the document after the Cursor<br/>         Shift + Home - Select to Start of Line<br/>         Shift + End - Select to End of Line<br/>         Ctrl + Shift + Left Arrow - Select Previous Word<br/>         Ctrl + Shift + Right Arrow - Select Next Word<br/>         Ctrl + Shift + Up Arrow - Select Previous Paragraph<br/>         Ctrl + Shift + Down Arrow - Select Next Paragraph</p> |
| <p><b>Formatting</b></p> <p>Ctrl + B - Bold<br/>         Ctrl + I - Italic<br/>         Ctrl + U - Underline<br/>         Shift + F3 - Change Case<br/>         Ctrl + D - Font Dialogue Box<br/>         Ctrl + Alt + 1 - Heading 1<br/>         Ctrl + Alt + 2 - Heading 2<br/>         Ctrl + Alt + 3 - Heading 3<br/>         Ctrl + E - Centre Paragraph<br/>         Ctrl + L - Left Paragraph<br/>         Ctrl + R - Right Paragraph<br/>         Ctrl + J - Justify Paragraph<br/>         Shift + F1 - Reveal Formatting<br/>         Ctrl + Q - Clear Paragraph<br/>         Formatting<br/>         Ctrl + Enter - Page Break<br/>         Ctrl + Shift + Enter - Column Break</p> | <p><b>Moving and Copying</b></p> <p>Ctrl + X - Cut<br/>         Ctrl + C - Copy<br/>         Ctrl + V - Paste<br/>         Click and Drag - Move<br/>         Ctrl + Click and Drag - Copy</p>  |
| <p><a href="http://www.computergaga.com">www.computergaga.com</a></p>  |   |