














## Menu/toolbar/keyboard commands

Command	Toolbar	Key shortcut
File•New		CTRL + N
File•Open		CTRL + O
File•Close		CTRL + W
File•Save		CTRL + S
File•Print		CTRL + P
Edit•Undo		CTRL + Z
Edit•Redo		CTRL + Y
Edit•Copy		CTRL + C
Edit•Paste		CTRL + V
Edit•Cut		CTRL + X
Edit•Select All		CTRL + A
Edit•Find		CTRL + F
Edit•Replace		CTRL + H
Edit•Go to		CTRL + G
File•Exit		ALT+F4
Center align		CTRL + E
Left align		CTRL + L
Right align		CTRL + R
Justify align		CTRL + J
Single spacing		CTRL + 1
Double spacing		CTRL + 2
1½ spacing		CTRL + 5
Add line above		CTRL + 0 (zero)

Microsoft®



Word 2000

## Mouse and Keyboard Shortcuts QUICK REFERENCE GUIDE

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### Moving the insertion point

You can move the insertion point by clicking with the mouse or by using timesaving keyboard combinations.

SHIFT+F5	Go Back returns the insertion point to each of the three previous editing locations.
UP ARROW DOWN ARROW	Moves the insertion point to the line above or the line below.
LEFT ARROW RIGHT ARROW	Moves the insertion point one character to the left or to the right
CTRL+LEFT ARROW CTRL+RIGHT ARROW	Moves the insertion point to the beginning of the next word to the left or to the right.
HOME END	Moves the insertion point to the beginning or the end of the line.
CTRL+UP ARROW CTRL+DOWN ARROW	Moves the insertion point up or down to the beginning of the previous or next paragraph.
CTRL+HOME CTRL+END	Moves the insertion point to the beginning of the document or to the end of the document.
F5 Go to... command	<b>Edit•Go to...</b> or F5 displays a dialog box that takes you to a specified location. If you type a page number, Word scrolls to the top of that page and moves the insertion point to the beginning of the first paragraph on that page.
CTRL+F6	Switches to the next document window if two or more documents are open at once.

### Selecting text using the mouse

Any text	Drag across the text you want to select.
Block of text	Click at the beginning of the text you want to select, hold the SHIFT key and click at the end of the text.
A word	Double-click the word.
A line	Click in the selection bar to the left of the line.
Multiple lines	Drag in the selection bar to the left of the lines.
A sentence	Hold down the CTRL key and click anywhere in the sentence.
A paragraph	Double-click in the selection bar next to the paragraph.
Multiple paragraphs	Double-click and drag in the selection bar.
Entire document	CTRL-click in the selection bar or press CTRL+A.
A column of text	ALT-drag left mouse button.
To deselect	Click anywhere in the text.

### Formatting characters

CTRL+B	Makes selected text <b>bold</b> .
CTRL+I	Makes selected text <i>italic</i> .
CTRL+U	Underlines <u>selected text</u> .
CTRL+SHIFT+W	Underlines <u>selected words</u> .
CTRL+SHIFT+D	<u>Double underlines</u> text.
CTRL+SHIFT+K	Changes selected lowercase text to SMALL CAPS.
CTRL+SHIFT+A	Makes selected text ALL CAPS.
SHIFT+F3	Changes case of selected text.
CTRL+ SPACEBAR	Removes all <i>locally-applied</i> character formatting.

### Selecting text using keys

One character right	SHIFT+RIGHT ARROW
One character left	SHIFT+LEFT ARROW
To end of word	CTRL+SHIFT+RIGHT ARROW
To start of word	CTRL+SHIFT+LEFT ARROW
To end of line	SHIFT+END
To start of line	SHIFT+HOME
To end of paragraph	CTRL+SHIFT+DOWN ARROW
To start of paragraph	CTRL+SHIFT+UP ARROW
To end of document	CTRL+SHIFT+END
To start of document	CTRL+SHIFT+HOME
Entire document	CTRL+A

### Inserting special characters

(also use **Insert•Symbol** command)

Page break	CTRL+ENTER
Line Break	SHIFT+ENTER
Column Break	CTRL+SHIFT+ENTER
Nonbreaking space	CTRL+SHIFT+SPACEBAR
™	ALT+ CTRL+T
©	ALT+ CTRL+C
®	ALT+ CTRL+R
...	ALT+ CTRL+PERIOD
•	ALT+0149 (on numeric keypad)
-	ALT+0150 (en dash)
—	ALT+0151 (em dash)
°	ALT+0176 (numeric keypad)
é	ALT+0233 (numeric keypad)
ñ	ALT+0241 (numeric keypad)