

Microsoft Word 97 Function Keys

	Function key	SHIFT	CTRL	CTRL+SHIFT	ALT	ALT+SHIFT	CTRL+ALT
F1	Get online Help or the Office Assistant	Context sensitive Help or reveal formatting			Go to next field	Go to previous field	Display Microsoft System Information
F2	Move text or graphics	Copy text	Print Preview command (File menu)			Save command (File menu)	Open command (File menu)
F3	Insert an AutoText entry	Change the case of letters	Cut to the Spike	Insert contents of the Spike	Create an AutoText entry		
F4	Repeat the last action	Repeat a Find or Go To action	Close window		Quit Word	Quit Word	
F5	Go To command (Edit menu)	Move to a previous revision	Restore document window size	Edit a bookmark	Restore program window size		
F6	Go to next pane	Go to the previous pane	Go to the next window	Go to the previous window			
F7	Spelling command (Tools menu)	Thesaurus command (Tools menu)	Move command (Control menu)	Update linked information in a Word source document	Find next misspelling (Automatic Spell Checking enabled)		
F8	Extend a selection	Shrink a selection	Size command (document Control menu)	Extend a selection (or block)	Run a macro		
F9	Update selected fields	Switch between a field code and its result	Insert an empty field	Unlink a field	Switch between all field codes and their results		
F10	Activate the menu bar	Display a shortcut menu	Maximize the document window	Activate the ruler	Maximize the program window		
F11	Go to the next field	Go to the previous field	Lock a field	Unlock a field	Display Visual Basic code		
F12	Save As command (File menu)	Save command (File menu)	Open command (File menu)	Print command (File menu)			



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