














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
Add line above		CTRL + 0 (zero)

Inserting special characters

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)
é	ALT+0233 (numeric keypad)
ñ	ALT+0241 (numeric keypad)

Note: You can also use the **Insert•Symbol** command to insert symbols and special characters.

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Word 97

for Windows 95,
98, and NT

Mouse and
Keyboard Shortcuts
QUICK REFERENCE GUIDE

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.
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 insertion point to the beginning or 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 Edit•Go to... command	Displays a dialog box that takes you to a specified location. If you type a page number, Word scrolls and moves the insertion point to the top of 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 bold .
CTRL+I	Makes selected text <i>italic</i> .
CTRL+U	Underlines <u>selected text</u> .
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