

## Microsoft Word Function Key Reference Chart

To do this	Press
Get Help or visit Microsoft Office Online.	F1
Move text or graphics.	F2
Repeat the last action.	F4 (also Ctrl-Y)
Choose the <b>Go To</b> command ( <b>Home</b> tab).	F5
Go to the next pane or frame.	F6
Choose the <b>Spelling</b> command ( <b>Review</b> tab).	F7
Extend a selection.	F8
Update the selected fields.	F9
Show KeyTips.	F10
Go to the next field.	F11
Choose the <b>Save As</b> command ( <b>Microsoft Office Button</b> ).	F12
To do this	Press
Start context-sensitive Help or reveal formatting.	SHIFT+F1
Copy text.	SHIFT+F2 (also Ctrl-C)
Change the case of letters.	SHIFT+F3
Repeat a <b>Find</b> or <b>Go To</b> action.	SHIFT+F4
Move to the last change.	SHIFT+F5
Go to the previous pane or frame (after pressing F6).	SHIFT+F6
Choose the <b>Thesaurus</b> command ( <b>Review</b> tab, <b>Proofing</b> group).	SHIFT+F7
Shrink a selection.	SHIFT+F8
Switch between a field code and its result.	SHIFT+F9
Display a shortcut menu.	SHIFT+F10 (Right-click)
Go to the previous field.	SHIFT+F11
Choose the <b>Save</b> command ( <b>Microsoft Office Button</b> ).	SHIFT+F12
To do this	Press
Choose the <b>Print Preview</b> command ( <b>Microsoft Office Button</b> )	CTRL+F2
Cut to the Spike.	CTRL+F3

## Microsoft Word Function Key Reference Chart

---

Close the window.	CTRL+F4
Go to the next window.	CTRL+F6
Insert an empty field.	CTRL+F9
Maximize the document window.	CTRL+F10
Lock a field.	CTRL+F11
Choose the <b>Open</b> command ( <b>Microsoft Office Button</b> )	CTRL+F12
<b>To do this</b>	<b>Press</b>
Insert the contents of the Spike.	CTRL+SHIFT+F3
Edit a bookmark.	CTRL+SHIFT+F5
Go to the previous window.	CTRL+SHIFT+F6
Update linked information in an Office Word 2007 source document.	CTRL+SHIFT+F7
Extend a selection or block.	CTRL+SHIFT+F8, and then press an arrow key
Unlink a field.	CTRL+SHIFT+F9
Unlock a field.	CTRL+SHIFT+F11
Choose the <b>Print</b> command ( <b>Microsoft Office Button</b> )	CTRL+SHIFT+F12
<b>To do this</b>	<b>Press</b>
Go to the next field.	ALT+F1
Create a new <b>Building Block</b> .	ALT+F3
Exit Office Word 2007.	ALT+F4
Restore the program window size.	ALT+F5
Move from an open dialog box back to the document, for dialog boxes such as <b>Find and Replace</b> that support this behavior.	ALT+F6
Find the next misspelling or grammatical error.	ALT+F7
Run a macro.	ALT+F8
Switch between all field codes and their results.	ALT+F9
Maximize the program window.	ALT+F10
Display Microsoft Visual Basic code.	ALT+F11

## Microsoft Word Function Key Reference Chart

---

To do this	Press
Go to the previous field.	ALT+SHIFT+F1
Choose the <b>Save</b> command ( <b>Microsoft Office Button</b> )	ALT+SHIFT+F2
Display the <b>Research</b> task pane.	ALT+SHIFT+F7
Run GOTOBUTTON or MACROBUTTON from the field that displays the field results.	ALT+SHIFT+F9
Display a menu or message for a smart tag.	ALT+SHIFT+F10
To do this	Press
Display Microsoft System Information.	CTRL+ALT+F1
Choose the <b>Open</b> command ( <b>Microsoft Office Button</b> )	(CTRL-O)