

command Name	Modifiers	Key	Menu
About			Help
Accept All Changes in Doc			Accept
Accept All Changes Shown			Accept
All Caps	Ctrl+Shift+	A	
Annotation	Alt+Ctrl+	M	Insert
App Maximize	Alt+	F10	
App Restore	Alt+	F5	
Apply Heading1	Alt+Ctrl+	1	
Apply Heading2	Alt+Ctrl+	2	
Apply Heading3	Alt+Ctrl+	3	
Apply List Bullet	Ctrl+Shift+	L	
Arrange All			Window
Auto Correct			Tools
Auto Format	Alt+Ctrl+	K	
Auto Format Begin			Format
Auto Summarize Begin			Tools
Auto Text		F3	
Auto Text	Alt+Ctrl+	V	
Background Fill Effect			Format Background
Background More Colors			Format Background
Background Watermark			Format Background
Bold	Ctrl+	B	
Bold	Ctrl+Shift+	B	
Bookmark	Ctrl+Shift+	F5	Insert
Bookshelf Lookup Reference			Tools
Break			Insert
Browse Next	Ctrl+	Page Down	
Browse Prev	Ctrl+	Page Up	
Browse Sel	Alt+Ctrl+	Home	
Busu			Language
Cancel		Esc	
Center Para	Ctrl+	E	
Change Case			Format
Change Case	Shift+	F3	
Changes			View
Char Left		Left	
Char Left Extend	Shift+	Left	
Char Right		Right	
Char Right Extend	Shift+	Right	

Checkin			File
Checkout			File
Clear		Del	Clear
Clear Formatting			Clear
Close or Exit	Alt+	F4	
Close Pane	Alt+Shift+	C	
Column Break	Ctrl+Shift+	Return	
Column Select	Ctrl+Shift+	F8	
Copy	Ctrl+	C	
Copy	Ctrl+	Insert	
Copy Format	Ctrl+Shift+	C	
Copy Text	Shift+	F2	
Create Auto Text	Alt+	F3	
Cross Reference			Reference Menu
Customize			Tools
Customize Add Menu Shortcut	Alt+Ctrl+	=	
Customize Keyboard Shortcut	Alt+Ctrl+	Num +	
Customize Remove Menu Shortcut	Alt+Ctrl+	-	
Cut	Ctrl+	X	
Cut	Shift+	Del	
Date Field	Alt+Shift+	D	
Date Time			Insert
Delete All Comments in Doc			Reject
Delete All Comments Shown			Reject
Delete Back Word	Ctrl+	Backspace	
Delete Table			Toolbar 32780
Delete Word	Ctrl+	Del	
Distribute Para	Ctrl+Shift+	J	
Do Field Click	Alt+Shift+	F9	
Doc Close	Ctrl+	W	
Doc Close	Ctrl+	F4	
Doc Maximize	Ctrl+	F10	
Doc Move	Ctrl+	F7	
Doc Restore	Ctrl+	F5	
Doc Size	Ctrl+	F8	
Doc Split	Alt+Ctrl+	S	Window
Double Underline	Ctrl+Shift+	D	
Draw Snap to Grid			Draw

End of Column	Alt+	Page Down	
End of Column	Alt+Shift+	Page Down	
End of Doc Extend	Ctrl+Shift+	End	
End of Document	Ctrl+	End	
End of Line		End	
End of Line Extend	Shift+	End	
End of Row	Alt+	End	
End of Row	Alt+Shift+	End	
End of Window	Alt+Ctrl+	Page Down	
End of Window Extend	Alt+Ctrl+Shift+	Page Down	
Endnote Now	Alt+Ctrl+	D	
Envelope Wizard			Letters and Mailings Menu
EServices			Tools
Exit			File
Extend Selection		F8	
Field			Insert
Field Chars	Ctrl+	F9	
Field Codes	Alt+	F9	
Find	Ctrl+	F	
Fix Broken Text			Tools
Fix Me			Help
Font	Ctrl+	D	
Font	Ctrl+Shift+	F	
Font Size Select	Ctrl+Shift+	P	
Footnote Now	Alt+Ctrl+	F	
Footnotes			View
Formatting Properties			Format
Formula			Table
Frameset Wizard			Frames Menu
Go Back	Shift+	F5	
Go Back	Alt+Ctrl+	Z	
Go To	Ctrl+	G	Edit
Go To		F5	Edit
Grow Font	Ctrl+Shift+	.	
Grow Font One Point	Ctrl+	]	
Hanging Indent	Ctrl+	T	
Hanja Dictionary			Language
Header			View

Header Footer Link	Alt+Shift+	R	
Headings			Table
Help		F1	
HHC			Language
Hidden	Ctrl+Shift+	H	
HTMLSource			View
Hyperlink	Ctrl+	K	
Hyphenation			Language
Indent	Ctrl+	M	
Index and Tables			Reference Menu
Insert Column			Toolbar 32782
Insert Column Right			Toolbar 32782
Insert Row Above			Toolbar 32782
Insert Row Below			Toolbar 32782
Italic	Ctrl+	I	
Italic	Ctrl+Shift+	I	
Justify Para	Ctrl+	J	
Language			Language
Left Para	Ctrl+	L	
Letter Properties			Letters and Mailings Menu
Letters Wizard JToolbar			Letters and Mailings Menu
License Verification			Help
Line Down		Down	
Line Down Extend	Shift+	Down	
Line Up		Up	
Line Up Extend	Shift+	Up	
Links			Edit
List Num Field	Alt+Ctrl+	L	
Lock Fields	Ctrl+	3	
Lock Fields	Ctrl+	F11	
Macro	Alt+	F8	
Mail Merge Check	Alt+Shift+	K	
Mail Merge Edit Data Source	Alt+Shift+	E	
Mail Merge to Doc	Alt+Shift+	N	
Mail Merge to Printer	Alt+Shift+	M	
Mail Merge Toolbar			Letters and Mailings Menu
Mail Merge Wizard			Letters and Mailings Menu
Mark Citation	Alt+Shift+	I	

Mark Index Entry	Alt+Shift+	X	
Mark Table of Contents Entry	Alt+Shift+	O	
Menu Mode		F10	
Menu Show Reviewers			Show Markup
Merge Field	Alt+Shift+	F	
Merge Revisions			Tools
Microsoft Script Editor	Alt+Shift+	F11	
Microsoft System Info	Alt+Ctrl+	F1	
Move Text		F2	
New	Ctrl+	N	File
New Window			Window
Next Cell		Tab	
Next Field		F11	
Next Field	Alt+	F1	
Next Misspelling	Alt+	F7	
Next Object	Alt+	Down	
Next Window	Ctrl+	F6	
Next Window	Alt+	F6	
Normal	Alt+Ctrl+	N	View
Normal Style	Ctrl+Shift+	N	
Normal Style	Alt+Shift+	Clear (Num 5)	
Number			Insert
Object			Insert
Office Clipboard			Edit
Office On The Web			Help
Online Meeting			Online Collaboration
Open	Ctrl+	O	
Open	Ctrl+	F12	
Open	Alt+Ctrl+	F2	
Open or Close Up Para	Ctrl+	0	
Options			Tools
Other Pane		F6	
Other Pane	Shift+	F6	
Outline	Alt+Ctrl+	O	
Outline Collapse	Alt+Shift+	-	
Outline Collapse	Alt+Shift+	Num -	
Outline Demote	Alt+Shift+	Right	
Outline Expand	Alt+Shift+	=	
Outline Expand	Alt+Shift+	Num +	
Outline Master			View

Outline Move Down	Alt+Shift+	Down	
Outline Move Up	Alt+Shift+	Up	
Outline Promote	Alt+Shift+	Left	
Outline Show First Line	Alt+Shift+	L	
Overtyp e		Insert	
Page	Alt+Ctrl+	P	View
Page Break	Ctrl+	Return	
Page Down		Page Down	
Page Down Extend	Shift+	Page Down	
Page Field	Alt+Shift+	P	
Page Numbers			Insert
Page Up		Page Up	
Page Up Extend	Shift+	Page Up	
Para Down	Ctrl+	Down	
Para Down Extend	Ctrl+Shift+	Down	
Para Up	Ctrl+	Up	
Para Up Extend	Ctrl+Shift+	Up	
Paste	Ctrl+	V	
Paste	Shift+	Insert	
Paste As Hyperlink			Edit
Paste Format	Ctrl+Shift+	V	
Paste Special			Edit
Post			Send To
Postcard Wizard			Letters and Mailings Menu
Present It			Send To
Prev Cell	Shift+	Tab	
Prev Field	Shift+	F11	
Prev Field	Alt+Shift+	F1	
Prev Object	Alt+	Up	
Prev Window	Ctrl+Shift+	F6	
Prev Window	Alt+Shift+	F6	
Print	Ctrl+	P	
Print	Ctrl+Shift+	F12	
Print Preview	Ctrl+	F2	
Print Preview	Alt+Ctrl+	I	
Proofing		F7	
Properties			File
Protect Unprotect Document			Tools
Record Macro Toggle			Macro

Redo	Alt+Shift+	Backspace	
Redo or Repeat	Ctrl+	Y	Edit
Redo or Repeat		F4	Edit
Redo or Repeat	Alt+	Return	Edit
Reject All Changes in Doc			Reject
Reject All Changes Shown			Reject
Repeat Find	Shift+	F4	
Repeat Find	Alt+Ctrl+	Y	
Replace	Ctrl+	H	Edit
Reset Char	Ctrl+	Space	
Reset Char	Ctrl+Shift+	Z	
Reset Para	Ctrl+	Q	
Revision Marks Toggle	Ctrl+Shift+	E	
Right Para	Ctrl+	R	
Routing Slip			Send To
Save	Ctrl+	S	
Save	Shift+	F12	
Save	Alt+Shift+	F2	
Save As		F12	File
Save As Web Page			File
Schedule Meeting			Online Collaboration
Select All	Ctrl+	A	Edit
Select All	Ctrl+	Clear (Num 5)	Edit
Select All	Ctrl+	Num 5	Edit
Select Cell			Toolbar 32778
Select Column			Toolbar 32778
Select Row			Toolbar 32778
Select Table	Alt+	Clear (Num 5)	Toolbar 32778
Send For Review			Send To
Send to Fax			Send To
Send to Online Meeting Participants			Send To
Show All	Ctrl+Shift+	8	
Show All Headings	Alt+Shift+	A	
Show All Headings	Alt+Shift+	A	
Show Comments			Show Markup
Show Formatting			Show Markup
Show Heading1	Alt+Shift+	1	
Show Heading2	Alt+Shift+	2	
Show Heading3	Alt+Shift+	3	

Show Heading4	Alt+Shift+	4	
Show Heading5	Alt+Shift+	5	
Show Heading6	Alt+Shift+	6	
Show Heading7	Alt+Shift+	7	
Show Heading8	Alt+Shift+	8	
Show Heading9	Alt+Shift+	9	
Show Hide			Help
Show Insertions and Deletions			Show Markup
Shrink Font	Ctrl+Shift+	,	
Shrink Font One Point	Ctrl+	[	
Shrink Selection	Shift+	F8	
Sign Out of Passport			File
Small Caps	Ctrl+Shift+	K	
Sort			Table
Sound			Comments
Space Para1	Ctrl+	1	
Space Para15	Ctrl+	5	
Space Para2	Ctrl+	2	
Speech			Tools
Spike	Ctrl+Shift+	F3	
Spike	Ctrl+	F3	
Split			Table
Start of Column	Alt+	Page Up	
Start of Column	Alt+Shift+	Page Up	
Start of Doc Extend	Ctrl+Shift+	Home	
Start of Document	Ctrl+	Home	
Start of Line		Home	
Start of Line Extend	Shift+	Home	
Start of Row	Alt+	Home	
Start of Row	Alt+Shift+	Home	
Start of Window	Alt+Ctrl+	Page Up	
Start of Window Extend	Alt+Ctrl+Shift+	Page Up	
Style	Ctrl+Shift+	S	
Style Separator	Alt+Ctrl+	Return	
Subscript	Ctrl+	=	
Superscript	Ctrl+Shift+	=	
Symbol			Insert
Symbol Font	Ctrl+Shift+	Q	
Tabs			Format
Templates			Tools
Theme			Format
Thesaurus	Shift+	F7	Language

Time Field	Alt+Shift+	T	
Toggle Character Code	Alt+	X	
Toggle Field Display	Shift+	F9	
Toggle Master Subdocs	Ctrl+	\	
Tool	Shift+	F1	
Toolbars			View
Translate Pane	Alt+Shift+	F7	Language
Un Hang	Ctrl+Shift+	T	
Un Indent	Ctrl+Shift+	M	
Underline	Ctrl+	U	
Underline	Ctrl+Shift+	U	
Undo	Ctrl+	Z	
Undo	Alt+	Backspace	
Unlink Fields	Ctrl+	6	
Unlink Fields	Ctrl+Shift+	F9	
Unlock Fields	Ctrl+	4	
Unlock Fields	Ctrl+Shift+	F11	
Update Auto Format	Alt+Ctrl+	U	
Update Fields		F9	
Update Fields	Alt+Shift+	U	
Update Source	Ctrl+Shift+	F7	
VBCode	Alt+	F11	
Versions			File
Web			View
Web Component			Insert
Web Go Back	Alt+	Left	
Web Go Forward	Alt+	Right	
Web Page Preview			File
Wizard			Table
Word Count			Tools
Word Count List	Ctrl+Shift+	G	
Word Count Recount	Ctrl+Shift+	R	
Word Left	Ctrl+	Left	
Word Left Extend	Ctrl+Shift+	Left	
Word Perfect Help			Help
Word Right	Ctrl+	Right	
Word Right Extend	Ctrl+Shift+	Right	
Word Underline	Ctrl+Shift+	W	