



Word 2013 keyboard shortcuts

Alt+H	Open the Home tab
Alt+N	Open the Insert tab
Alt+C	Open the Mathematics tab
Alt+D	Open the Design tab
Alt+L	Open the Developer tab
Alt+P	Open the Page Layout tab
Alt+S	Open the Reference tab
Alt+M	Open the Merge tab
Alt+R	Open the Review tab
Alt+W	Open the View tab
Alt+1	Activate first button in Quick Access Toolbar
Alt+2	Activate second button in Quick Access Toolbar
Alt+3	Activate third button in Quick Access Toolbar
Alt+F9	Switch between field codes and results
Alt+Ctrl+.	Insert an ellipsis
Alt+Ctrl+1	Apply Heading 1 style
Alt+Ctrl+2	Apply Heading 2 style
Alt+Ctrl+3	Apply Heading 3 style
Alt+Ctrl+C	Insert © symbol
Alt+Ctrl+M	Insert a comment
Alt+Ctrl+R	Insert ® symbol
Alt+Ctrl+T	Insert ™ symbol
Ctrl+Backspace	Delete word to the left

Ctrl+Delete	Delete word to the right
Ctrl+End	Move to end of document
Ctrl+Enter	Insert a page break
Ctrl+Home	Move to start of document
Ctrl+B	Boldface content
Ctrl+C	Copy selected text/object
Ctrl+F	Open Navigation pane to find content
Ctrl+G	Open Go To dialog box
Ctrl+H	Open Find and Replace dialog box
Ctrl+I	Italicize content
Ctrl+N	Create a new document
Ctrl+O	Open a document
Ctrl+P	Print a document
Ctrl+S	Save a document
Ctrl+T	Create a hanging indent
Ctrl+U	Underline content
Ctrl+X	Cut selected text/object
Ctrl+Y	Redo or repeat an action
Ctrl+Z	Undo the last action
Ctrl+Shift+*	Display non-printing characters
Ctrl+Shift+Space	Insert non-breaking space
Shift+Enter	Insert line break

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Microsoft 2013 Shortcuts Guide

Jiyuan Zhang



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