

Microsoft Word 2007 Keyboard Shortcuts

CTRL+J	Switch a paragraph between justified and left-aligned.
CTRL+R	Switch a paragraph between right-aligned and left-aligned.
CTRL+L	Left align a paragraph.
CTRL+M	Indent a paragraph from the left.
CTRL+Shift+M	Remove a paragraph indent from the left.
CTRL+T	Create a hanging indent.
CTRL+Shift+T	Reduce a hanging indent.
CTRL+Q	Remove paragraph formatting.
Apply paragraph styles	
CTRL+Shift+S	Open Apply Styles task pane.
ALT+CTRL+Shift+S	Open Styles task pane.
ALT+CTRL+K	Start AutoFormat.
CTRL+Shift+N	Apply the Normal style.
ALT+CTRL+1	Apply the Heading 1 style.
ALT+CTRL+2	Apply the Heading 2 style.
ALT+CTRL+3	Apply the Heading 3 style.
Perform a mail merge	
ALT+Shift+K	Preview a mail merge.
ALT+Shift+N	Merge a document.
ALT+Shift+M	Print the merged document.
ALT+Shift+E	Edit a mail-merge data document.
ALT+Shift+F	Insert a merge field.
Work with fields	
ALT+Shift+D	Insert a DATE field.
ALT+CTRL+L	Insert a LISTNUM field.
ALT+Shift+P	Insert a PAGE field.
ALT+Shift+T	Insert a TIME field.
CTRL+F9	Insert an empty field.
CTRL+Shift+F7	Update linked information in a Microsoft Office Word source document.
F9	Update selected fields.
CTRL+Shift+F9	Unlink a field.
Shift+F9	Switch between a selected field code and its result.
ALT+F9	Switch between all field codes and their results.
ALT+Shift+F9	Run GOTOBUTTON or MACROBUTTON from the field that displays the field results.
F11	Go to the next field.
Shift+F11	Go to the previous field.
CTRL+F11	Lock a field.
CTRL+Shift+F11	Unlock a field.
Handwriting recognition	
Left ALT+Shift	Switch between languages or keyboard layouts.
+C	Display a list of correction alternatives.
+H	Turn handwriting on or off.
ALT+-	Turn Japanese Input Method Editor (IME) on 101 keyboard on or off.
Right ALT	Turn Korean IME on 101 keyboard on or off.
CTRL+SPACEBAR	Turn Chinese IME on 101 keyboard on or off.
Function keys	
F1	Get Help or visit Microsoft Office Online.
F2	Move text or graphics.

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Chao Zhang



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