

# Microsoft Word 2007 Keyboard Shortcuts

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

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**Thirumalaisamy P.**  
**Velavancorresponding**



## **Microsoft Word 2007 Keyboard Shortcuts Shortcutmania Com:**

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## Enjoying the Beat of Phrase: An Psychological Symphony within **Microsoft Word 2007 Keyboard Shortcuts Shortcutmania Com**

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