

**Office 2000 Word - Cheat Sheet (v 1.6) by Gary D. Moore
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Align, Left	Ctrl+L	New Document	Ctrl+N
Align, Right	Ctrl+R	New Line	Shift+Enter
Bold	Ctrl+B	New Page	Ctrl+Enter
Borders	Alt+O, B	Numbers, Page	Alt+I, U
Bottom of Doc	Ctrl+End	Open Document	Ctrl+O or Ctrl+F12
Break, Column	Ctrl+Shift+Enter	Page Down	PgDn
Break, Line	Shift+Enter	Page Up	PgUp
Break, Page	Ctrl+Enter	Page Numbers	Alt+I; U
Bullets	Alt+O; N; B	Page Setup	Alt+F; U
Caps, All	Ctrl+Shift+A	Paste	Ctrl+V
Case, Change	Shift+F3	Preview, Doc	Ctrl+F2
Center	Ctrl+E	Print	Ctrl+P (Box)
Close Document	Ctrl+F4	Print, Quick	Ctrl+Shift+F12
Copy	1) Mark Text (Shift+Cursor Key) 2) Ctrl+C	Quit/Exit	Alt+F4
• Paste	Ctrl+V	Remove Format	Mark Text, Ctrl+Q
Cut	Ctrl+X	Repeat	F4; Ctrl+Y
Doc, Mark (All)	Ctrl+A	Replace	Ctrl+H
• Close Doc	ALT+F; C	Save (File-Doc)	Ctrl+S or Shift+F12 or Alt+F; S
• New Doc	Ctrl+N	Shading	Alt+O; B; S
• Open Doc	Ctrl+O or Ctrl+F12	Spacing, Single	Ctrl+1
• Save Doc	Ctrl+S	• Double	Ctrl+2
Exit	Alt+F4	• 1.5 Lines	Ctrl+5
Find	Ctrl+F	Spell Check	F7
Font	Ctrl+Shift+F; or Ctrl+D	Text Boundaries	Alt+T, O, View Alt+X
Font Size	Ctrl+Shift+P	Thesaurus	Shift+F7
• Decrease	Ctrl+Shift+<	Toolbar, Change	Alt+V, T
• Increase	Ctrl+Shift+>	Top of Document	Ctrl+Home
Go To	Ctrl+G or F5	Underline	Ctrl+W
Help	F1	• Word	Ctrl+Shift+W
Indent, Decrease	Ctrl+Shift+M	Undo (Edit)	Ctrl+Z
Indent, Hanging	Ctrl+T	Window, Bottom	Ctrl+PgDn
• Remove	Ctrl+Shift+T	• Top	Ctrl+PgUp
Indent, Increase	Ctrl+M	Word Count	Alt+T; W
Italic	Ctrl+I		
Justify	Ctrl+J		
Mark (Text)	Shift+Cursor Key		
Mark All Doc	Ctrl+A		

Word Function Keys

F1	F2	F3	F4	F5
Get Help	Move Text	Auto Text	Repeat Last	Go To
Context Help Copy		Change Case	Repeat Find/GoTo	Go Back
Goto Next Field	Print Preview	Create Auto	Quit Word	Restore Win
		Cut to Spike	Close Window	Restore Win Size
		Insert to Spike		Edit Bookmark
Goto Prev Field	Chose Save			
Display Sys Info	Open Command			
F6	F7	F8	F9	F10
Next Pane/Frame	Spell Check	Extend Selection	Update Field	Menu Bar
Previous Pane	Thesaurus	Shrink Section	Toggle Field Code	Shortcut Menu
	Check as typed	Run Macro	Switch Field Code	Max Window
Next Window	Move Command	Size Doc Window	Insert Field	Max Doc Window
Goto Prev Win	Update Link Info	Extend Section	Unlink Field	Activate Ruler
			Run GoTo	
F11	F12			
Next Field	Save As			
Previous Field	Save			
Show VB Code				
Lock Field	Open Command			
Unlock Field	Print			
Show VB Code				

LEGEND:

Function Key Only

SHIFT+Function Key

ALT+Function Key

CTRL+Function Key

CTRL+SHIFT+Function Key

ALT+SHIFT+Function Key

Ctrl+Alt+Function Key

Function keys

Note To enlarge the Help window to fill the screen, press ALT+SPACEBAR and then press X. To restore the window to its previous size and location, press ALT+SPACEBAR and then press R. To print this topic, press CTRL+P.