

Word 2002 – Useful Keyboard Shortcuts

If you look up “keyboard shortcuts” in the Word help facility, you will find a comprehensive list of all the keyboard combinations you can use to save time. This article lists some of our favourite ones, some lesser-known ones, and some mouse shortcuts too.

Moving the cursor around your document

- Beginning of document **Control Home**
- End of document **Control End**
- To the last edit **Shift F5**
- Beginning of line **Home**
- End of line **End**
- Go To dialog box **Control G**

Selecting text

- Whole document **Control A** or **triple click in the left margin**
- One paragraph **Triple click in the paragraph**
- One line **Click with the mouse pointer as a white arrow in the left margin**
- One word **Double click on the word**
- Text with similar formatting **Right click** and choose **Select Text with Similar Formatting**

Formatting

- Bold **Control B**
- Italics **Control I**
- Underline **Control U**
- Double line spacing **Control 2**
- Single line spacing **Control 1**
- 1½ line spacing **Control 5**
- Copy formats **Control Shift C**
- Clear character formatting **Control spacebar**
- Increase font size **Control]**
- Decrease font size **Control [**
- Change case **Shift F3**
- Superscript **Control Shift =**
- Subscript **Control =**
- Space above **Control 0**
- Paste formats **Control Shift V**
- Clear paragraph formatting **Control Q**

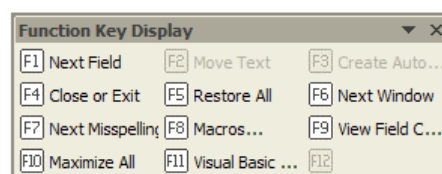
Miscellaneous

- Copy **Control C**
- Paste **Control V**
- Show/Hide ¶ **Control Shift 8**
- Undo **Control Z**
- Line break **Shift Enter**
- Move paragraph up **Alt Shift ↑**
- Cut **Control X**
- Repeat last action **F4**
- Insert date **Alt Shift D**
- Page break **Control Enter**
- Reveal formatting **Shift F1**
- Move paragraph down **Alt Shift ↓**

Learn more Keyboard Shortcuts

Would you like to find out about all the different things that the function keys do?

- Go to the **Tools** menu, choose **Customize...** and click on the **Toolbars** tab
- Tick the checkbox for **Function Key Display** and close the dialog box



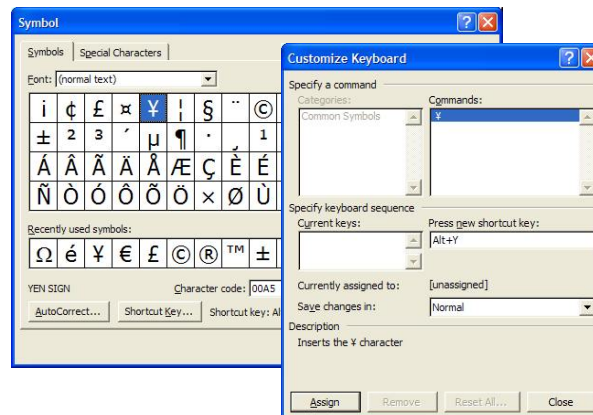
Note that the descriptions change when you hold down the **Shift**, **Control** or **Alt** keys! You can use this toolbar just as a reference, or you can click on the buttons themselves.

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Create your own Keyboard Shortcuts

If you regularly use symbols such as €, é or Ω etc then you are probably used to using the Insert, Symbol dialog box. However, you can save time if you allocate your own keyboard shortcuts to the symbols that you use.

Select the symbol from the **Insert, Symbol** dialog box, and then click on the **Shortcut Key...** button.



Press your chosen keyboard combination and check that it says [unassigned] underneath. This makes sure that you don't overwrite any of Word's default combinations. Click the **Assign** button, and then **Close**, and **Close** again.