

## Microsoft Word Keyboard Shortcuts 2

*Keyboard shortcuts are a great way to keep working at speed, without having to click tediously through menus. The following shortcuts work in Word 2002 (XP)*

### A useful selection of Function key shortcuts

**If you click.....you can quickly**

- F1 ..... summon the help menu or office assistant (if turned on)
- Shift + F1 ..... start context-sensitive help
- Shift + F1 + (click on text)..... reveal formatting
- Ctrl + F2 ..... choose Print Preview
- Shift + F3 ..... toggle between ALL UPPER CASE, all lower case, Sentence Case
- F4 ..... repeat the last action
- F5 ..... open the Go To command (same as Ctrl + G)
- Shift + F5 ..... (after opening a document) go to the line where the cursor was when the document was last changed
- F7 ..... check spelling
- Shift + F7 ..... open the thesaurus
- F8 ..... turn extend mode on, or increase the size of a selection
- Alt + F8 ..... run a Macro
- F10 (or Alt) ..... activate the menu bar
- Alt + F10 ..... maximise all document windows (repeat to restore)
- Ctrl + F10 ..... maximise the current window (repeat to restore)
- F12 ..... show the Save As dialog box

**Need more? Click.....to obtain**

- Ctrl + Alt + C ..... © the copyright symbol
- Ctrl + Alt + R ..... ® the registered trademark symbol
- Ctrl + Alt + T ..... ™ the trademark symbol
- Alt + Shift + D ..... a date field (current date)
- Alt + Shift + T ..... a time field (current time)