Microsoft 2010 shortcut keys

To do this	Press
Create a nonbreaking space.	CTRL+SHIFT+SPACEBAR
Create a nonbreaking hyphen.	CTRL+SHIFT+HYPHEN
Make letters bold.	CTRL+B
Make letters italic.	CTRL+I
Make letters underline.	CTRL+U
Decrease font size one value.	CTRL+SHIFT+<
Increase font size one value.	CTRL+SHIFT+>
Decrease font size 1 point.	CTRL+[
Increase font size 1 point.	CTRL+]
Remove paragraph or character formatting.	CTRL+SPACEBAR
Copy the selected text or object.	CTRL+C
Cut the selected text or object.	CTRL+X
Paste text or an object.	CTRL+V
Paste special	CTRL+ALT+V
Paste formatting only	CTRL+SHIFT+V
Undo the last action.	CTRL+Z
Redo the last action.	CTRL+Y
Open the **Word Count** dialog box.	CTRL+SHIFT+G
Create a new document.	CTRL+N
Open a document.	CTRL+O
Close a document.	CTRL+W
Split the document window.	ALT+CTRL+S
Remove the document window split.	ALT+SHIFT+C or ALT+CTRL+S
Save a document.	CTRL+S
Open the Navigation task pane (to search document).	CTRL+F
Repeat find (after closing Find and Replace window).	ALT+CTRL+Y
Replace text, specific formatting, and special items.	CTRL+H
Go to a page, bookmark, footnote, table, comment, graphic, or other location.	CTRL+G
Switch between the last four places that you have edited.	ALT+CTRL+Z
Open a list of browse options. Press the arrow keys to select an option, and then press ENTER to browse through a document by using the selected option.	ALT+CTRL+HOME
Move to the previous browse object (set in browse options).	CTRL+PAGE UP
Move to the next browse object (set in browse options).	CTRL+PAGE DOWN
Get Help or visit Microsoft Office.com.	F1
Move text or graphics.	F2
Repeat the last action.	F4
Choose the Go To command (Home tab).	F5

Microsoft 2010 shortcut keys

Go to the next pane or frame.	F6
Choose the Spelling command (Review tab).	F7
Extend a selection.	F8
Update the selected fields.	F9
Show KeyTips.	F10
Go to the next field.	F11
Choose the Save As command.	F12
Start context-sensitive Help or reveal formatting.	SHIFT+F1
Copy text.	SHIFT+F2
Change the case of letters.	SHIFT+F3
Repeat a Find or Go To action.	SHIFT+F4
Move to the last change.	SHIFT+F5
Go to the previous pane or frame (after pressing F6).	SHIFT+F6
Choose the Thesaurus command (Review tab, Proofing group).	SHIFT+F7
Reduce the size of a selection.	SHIFT+F8
Switch between a field code and its result.	SHIFT+F9
Display a shortcut menu.	SHIFT+F10
Go to the previous field.	SHIFT+F11
Choose the Save command.	SHIFT+F12
Expand or collapse the Ribbon.	CTRL+F1
Choose the Print Preview command.	CTRL+F2
Cut to the Spike.	CTRL+F3
Close the window.	CTRL+F4
Go to the next window.	CTRL+F6
Insert an empty field.	CTRL+F9
Maximize the document window.	CTRL+F10
Lock a field.	CTRL+F11
Choose the Open command.	CTRL+F12
Insert the contents of the Spike.	CTRL+SHIFT+F3
Edit a bookmark.	CTRL+SHIFT+F5
Go to the previous window.	CTRL+SHIFT+F6
Update linked information in an Word 2010 source document.	CTRL+SHIFT+F7
Extend a selection or block.	CTRL+SHIFT+F8, and then press an arrow key
Unlink a field.	CTRL+SHIFT+F9
Unlock a field.	CTRL+SHIFT+F11
Choose the Print command.	CTRL+SHIFT+F12