


Common Microsoft Word 2003 shortcuts

To do this	Press
Create a nonbreaking space.	CTRL+SHIFT+SPACEBAR
Create a nonbreaking hyphen.	AR
Make letters bold.	CTRL+HYPHEN
Make letters italic.	CTRL+B
Make letters underline.	CTRL+I
Decrease font size.	CTRL+U
Increase font size.	CTRL+SHIFT+<
Remove paragraph or character formatting.	CTRL+SHIFT+>
Copy the selected text or object.	CTRL+SPACEBAR
Cut the selected text or object.	CTRL+C
Paste text or an object.	CTRL+X
Undo the last action.	CTRL+V
Redo the last action.	CTRL+Z
	CTRL+Y
Select the menu bar , or close an open menu and submenu at the same time.	F10 or ALT
Select a task pane or toolbar after pressing F10 or ALT to select the menu bar. Pressing the keys repeatedly moves the focus among the open toolbars, menu bars, and task pane.	CTRL+TAB or CTRL+SHIFT+TAB
When a toolbar or menu bar is selected, select the next or previous button or menu.	TAB or SHIFT+TAB
Open the selected menu, or perform the action for the selected button or command.	ENTER
Display the shortcut menu for the selected item.	SHIFT+F10
Display the title bar shortcut menu.	ALT+SPACEBAR
When a menu or submenu is open, select the next or previous command.	DOWN ARROW or UP ARROW
Select the menu to the left or right. When a submenu is open, switch between the main menu and the submenu.	LEFT ARROW or RIGHT ARROW
Select the first or last command on the menu or submenu.	HOME or END
Close an open menu. When a submenu is open, close only the submenu.	ESC
Open the selected menu.	SHIFT+DOWN ARROW

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When a shortened menu is open, display the full set of commands.

CTRL+DOWN ARROW

Add a toolbar button to a menu. When you type this shortcut key and then click a toolbar button, Microsoft Word adds the button to the appropriate menu. For example, click **Bullets**  on the **Formatting** toolbar to add the **Bullets** command to the **Format** menu.

ALT+CTRL+= (equal sign)

Remove a command from a menu. When you type this shortcut key and then select a menu command, the command is removed. You can add the menu command back to the menu if you change your mind.

ALT+CTRL+- (dash key)

Customize the shortcut key for a menu command. When you type this shortcut key and then select a menu command, the **Customize Keyboard** dialog box opens so you can add, change, or remove the shortcut key.

ALT+CTRL++ (plus key on numeric keypad)

Create a new document of the same type as the current or most recent 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

Save a document.

CTRL+S

Note You can use the keyboard to select any menu command on the menu bar. Press ALT to select the menu bar. Press the letter that is underlined in the menu name that contains the command you want. In the menu that appears, press the letter underlined in the command name that you want.