

# MS Word 2016

## Keyboard Shortcuts

Microsoft Word includes many easy to use Keyboard Shortcuts, additional shortcuts can be found in Microsoft's online library here: <http://office.microsoft.com/en-us/support/keyboard-shortcuts-for-microsoft-word-HP010370109.aspx>.

## Document Review:

TO DO THIS	PRESS
Insert a comment.	ALT+CTRL+M
Turn change tracking on or off.	CTRL+SHIFT+E
Close the Reviewing Pane if it is open.	ALT+SHIFT+C

## Text Formatting

TO DO THIS	PRESS
Copy formatting from text.	CTRL+SHIFT+C
Apply copied formatting to text.	CTRL+SHIFT+V

## Copy or Move Text & Graphics

TO DO THIS	PRESS
Open the Office Clipboard	Press ALT+H to move to the <b>Home</b> tab, and then press F,O.
Copy selected text or graphics to the Office Clipboard.	CTRL+C
Cut selected text or graphics to the Office Clipboard.	CTRL+X
Paste the most recent addition or pasted item from the Office Clipboard.	CTRL+V
Move text or graphics once.	F2 (then move the cursor and press ENTER)
Copy text or graphics once.	SHIFT+F2 (then move the cursor and press ENTER)
Copy the header or footer used in the previous section of the document.	ALT+SHIFT+R

## References, Footnotes, and Endnotes

TO DO THIS	PRESS
Mark a table of contents entry.	ALT+SHIFT+O
Mark a table of authorities' entry (citation).	ALT+SHIFT+I
Mark an index entry.	ALT+SHIFT+X
Insert a footnote.	ALT+CTRL+F
Insert an endnote.	ALT+CTRL+D

## Perform a Mail Merge\*

\*NOTE: You must be on the Mailings tab to use these keyboard shortcuts.

TO DO THIS	PRESS
PREVIEW A MAIL MERGE.	ALT+SHIFT+K
MERGE A DOCUMENT.	ALT+SHIFT+N
PRINT THE MERGED DOCUMENT.	ALT+SHIFT+M
EDIT A MAIL-MERGE DATA DOCUMENT.	ALT+SHIFT+E
INSERT A MERGE FIELD.	ALT+SHIFT+F

## Working with Mail Merge Fields

TO DO THIS	PRESS
Insert a DATE field.	ALT+SHIFT+D
Insert a LISTNUM field.	ALT+CTRL+L
Insert a PAGE field.	ALT+SHIFT+P
Insert a TIME field.	ALT+SHIFT+T
Insert an empty field.	CTRL+F9
Update linked information in a Microsoft Word source document.	CTRL+SHIFT+F7
Update selected fields.	F9
Unlink a field.	CTRL+SHIFT+F9
Switch between a selected field code and its result.	SHIFT+F9
Switch between all field codes and their results.	ALT+F9
Run GOTOBUTTON or MACROBUTTON from the field that displays the field results.	ALT+SHIFT+F9
Go to the next field.	F11
Go to the previous field.	SHIFT+F11
Lock a field.	CTRL+F11
Unlock a field.	CTRL+SHIFT+F11