

# Word Crib Sheet

The keys inside of Word are pretty straightforward. You have 2 cursors; Your mouse cursor, and your text cursor. The text cursor can be moved via movement keys (**Home, End, Arrows**) and by clicking a single time in a section of the document with your mouse.

Home and End will take your text cursor to the end and beginning of the line, respectively.

The arrow keys move the text cursor in the direction of the arrow key pressed.

Now here's the tricky part. You can hold down the **SHIFT** key while pressing home, End, or the arrow keys, and your text cursor will "highlight" and select the text, making it easier to copy, or replace.

By holding down the **CTRL** button, your movement keys take on new meaning. **CTRL + Right** or **Left** will jump the text cursor word by word, instead of character by character.

**CTRL + Home** and **CTRL + End** jump to the beginning and end of a document, respectively.

The following is a list of useful key combinations, but it is by no means exhaustive!

I've left blanks for each person to add key combinations they find useful, for the way they use word.

Command Name	Key	Command Name	Key
<b>Movement</b>	<b>KeySet</b>	<b>Formatting</b>	<b>KeySet</b>
Char Right	Right	Word Underline	Ctrl+Shift+W
Char Left	Left	Change Case	Shift+F3
Word Right	Ctrl+Right	Field Chars	Ctrl+F9
Word Left	Ctrl+Left	Field Codes	Alt+F9
Line Down	Down	Font	Ctrl+D
Line Up	Up	Font	Ctrl+Shift+F
End of Document	Ctrl+End	Font Size Select	Ctrl+Shift+P
End of Line	End	Center Paragraph	Ctrl+E
End of Window	Alt+Ctrl+Page Down	Justify Paragraph	Ctrl+J
End of Row	Alt+End	Left Paragraph	Ctrl+L
Para Up	Ctrl+Up	Right Para	Ctrl+R
Para Down	Ctrl+Down	Distribute Paragraph	Ctrl+Shift+J
Page Up	Page Up	All Caps	Ctrl+Shift+A
Page Down	Page Down	Bold	Ctrl+B
Start of Document	Ctrl+Home	Annotation	Alt+Ctrl+M
		Apply Heading1	Alt+Ctrl+1
<b>Select Text</b>	<b>KeySet</b>	Apply Heading2	Alt+Ctrl+2
Char Right Select	Shift+Right	Apply Heading3	Alt+Ctrl+3
Char Left Select	Shift+Left	Apply List Bullet	Ctrl+Shift+L
Word Left Select	Ctrl+Shift+Left	Auto Format	Alt+Ctrl+K
Word Right Select	Ctrl+Shift+Right		
Para Up Select	Ctrl+Shift+Up	<b>Copy/Cut/Paste</b>	<b>KeySet</b>
End of Doc Select	Ctrl+Shift+End	Copy	Ctrl+C
Line Up Select	Shift+Up	Copy Format	Ctrl+Shift+C
Line Down Select	Shift+Down	Cut	Ctrl+X

