

Microsoft Word 2007 Keyboard Shortcuts

Display and use windows

ALT+TAB	Switch to the next window.
ALT+Shift+TAB	Switch to the previous window.
CTRL+W or CTRL+F4	Close the active window.
ALT+F5	Restore the size of the active window after you maximize it.
F6	Move to a task pane from another pane in the program window (clockwise direction). You may need to press F6 more than once.
Shift+F6	Move to a task pane from another pane in the program window (counterclockwise direction).
CTRL+F6	When more than one window is open, switch to the next window.
CTRL+Shift+F6	Switch to the previous window.
CTRL+F10	Maximize or restore a selected window.
PRINT SCREEN	Copy a picture of the screen to the Clipboard.
ALT+PRINT SCREEN	Copy a picture of the selected window to the Clipboard.

Use dialog boxes

ALT+F6	Move from an open dialog box back to the document, for dialog boxes such as Find and Replace that support this behavior.
TAB	Move to the next option or option group.
Shift+TAB	Move to the previous option or option group.
CTRL+TAB	Switch to the next tab in a dialog box.
CTRL+Shift+TAB	Switch to the previous tab in a dialog box.
Arrow keys	Move between options in an open drop-down list, or between options in a group of options.
SPACEBAR	Perform the action assigned to the selected button; select or clear the selected check box.
ALT+ the letter underlined in an option	Select an option; select or clear a check box.
ALT+DOWN ARROW	Open a selected drop-down list.
First letter of an option in a drop-down list	Select an option from a drop-down list.
ESC	Close a selected drop-down list, cancel a command and close a dialog box.
ENTER	Run the selected command.

Use edit boxes within dialog boxes

HOME	Move to the beginning of the entry.
END	Move to the end of the entry.
LEFT ARROW or RIGHT ARROW	Move one character to the left or right.
CTRL+LEFT ARROW	Move one word to the left.
CTRL+RIGHT ARROW	Move one word to the right.
Shift+LEFT ARROW	Select or unselect one character to the left.
Shift+RIGHT ARROW	Select or unselect one character to the right.
CTRL+Shift+LEFT ARROW	Select or unselect one word to the left.
CTRL+Shift+RIGHT ARROW	Select or unselect one word to the right.
Shift+HOME	Select from the insertion point to the beginning of the entry.
Shift+END	Select from the insertion point to the end of the entry.

Use the Open and Save As dialog boxes

CTRL+F12 or CTRL+O	Display the Open dialog box.
F12	Display the Save As dialog box.
ALT+1	Go to the previous folder.
ALT+2	Up One Level button: Open the folder one level above the open folder.
DELETE	Delete button: Delete the selected folder or file.
ALT+4	Create New Folder button: Create a new folder.
ALT+5	Views button: Switch among available folder views.
Shift+F10	Display a shortcut menu for a selected item such as a folder or file.

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curtsy deeply the same when you leave the room 7 you will obey all instructions instantly and

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