



Word 2013 keyboard shortcuts

Alt+H	Open the Home tab	Ctrl+Delete	Delete word to the right
Alt+N	Open the Insert tab	Ctrl+End	Move to end of document
Alt+C	Open the Mathematics tab	Ctrl+Enter	Insert a page break
Alt+D	Open the Design tab	Ctrl+Home	Move to start of document
Alt+L	Open the Developer tab	Ctrl+B	Boldface content
Alt+P	Open the Page Layout tab	Ctrl+C	Copy selected text/object
Alt+S	Open the Reference tab	Ctrl+F	Open Navigation pane to find content
Alt+M	Open the Merge tab	Ctrl+G	Open Go To dialog box
Alt+R	Open the Review tab	Ctrl+H	Open Find and Replace dialog box
Alt+W	Open the View tab	Ctrl+I	Italicize content
Alt+1	Activate first button in Quick Access Toolbar	Ctrl+N	Create a new document
Alt+2	Activate second button in Quick Access Toolbar	Ctrl+O	Open a document
Alt+3	Activate third button in Quick Access Toolbar	Ctrl+P	Print a document
Alt+F9	Switch between field codes and results	Ctrl+S	Save a document
Alt+Ctrl+.	Insert an ellipsis	Ctrl+T	Create a hanging indent
Alt+Ctrl+1	Apply Heading 1 style	Ctrl+U	Underline content
Alt+Ctrl+2	Apply Heading 2 style	Ctrl+X	Cut selected text/object
Alt+Ctrl+3	Apply Heading 3 style	Ctrl+Y	Redo or repeat an action
Alt+Ctrl+C	Insert © symbol	Ctrl+Z	Undo the last action
Alt+Ctrl+M	Insert a comment	Ctrl+Shift+*	Display non-printing characters
Alt+Ctrl+R	Insert ® symbol	Ctrl+Shift+Space	Insert non-breaking space
Alt+Ctrl+T	Insert ™ symbol	Shift+Enter	Insert line break
Ctrl+Backspace	Delete word to the left		

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Microsoft 2013 Shortcuts Guide

David Kirk



Microsoft 2013 Shortcuts Guide:

Decoding **Microsoft 2013 Shortcuts Guide**: Revealing the Captivating Potential of Verbal Expression

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