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Home ApplicationOffice information Shortcuts in Word need to know How to add and edit shortcuts in Word 2013 Microsoft Word is a widely used application today to serve the learning and working needs of users. To be able to use Word professionally and save time, you need to know some keyboard shortcuts in Word. Follow the article below to know some common keyboard shortcuts! Shortcut keys Function Ctrl + FEMALE Create a new document Ctrl + O Open previously saved text Ctrl + WILL Save edited text Ctrl + CORE Copy selected text Ctrl + X Cut selected content in text Ctrl + DRAW Paste text Ctrl + F Search for words/phrases or paragraphs of text Ctrl + Surname Open the replace dialog, replace a word/phrase with another word/phrase Ctrl + P Text printing Ctrl + Z Undo previous editing step Ctrl + Y Restore the text state before using the Ctrl + Z . command Ctrl + F4, Ctrl + W, Alt + F4 Close text Shortcut keys Function Alt Open command menu Tab Move to selection, next select group Ctrl + Tab Move to next tab in dialog Shift + Tab Move to the previous tab in the dialog Alt + Down Arrow Show list of book list Enter Select a value in the book list ESC Turn off the contents of the book list Home Select the first command in the Submenu End Select the last command in the Submenu Shortcut keys Function Ctrl + A Select all text Ctrl + Shift + left arrow key Choose from the left Ctrl + Shift + right arrow key Choose the word on the right Shift + Home Select from current position to beginning of line Shift + End Select from current position to end of line Ctrl + Shift + up arrow key Select from current position to beginning of paragraph Ctrl + Shift + down arrow key Select from current position to end of paragraph Shift + Page Up Select from current position to top of screen Shift + Page Down Select from current position to bottom of screen Ctrl+Shift+Home Select from current position to the beginning of the document Ctrl+Shift+End Select from current position to the end of the document Ctrl + Alt + Shift + Page Down Select from current position to bottom of window Shortcut keys Function Backspace Delete 1 character or object in front of the editing cursor Ctrl + Backspace Delete 1 word in front of the editing cursor Delete Delete 1 character or object after the editing cursor Ctrl + Delete Delete 1 word after the editing cursor Shortcut keys Function Ctrl + EASY Open font change dialog Ctrl + REMOVE Bold selected text Ctrl + I Italicize selected text Ctrl + U Underline selected text Ctrl + Shift + EASY Underline 2 strokes of selected text Shortcut keys Function Ctrl + E Align the center margin for the selected text Ctrl + J Evenly align the 2 margins Ctrl + ERROR Aligns the left Ctrl + CHEAP Right alignment Ctrl + Q Remove alignment formatting Shortcut keys Function Ctrl + Shift + > Increase font size Ctrl + Shift + < Reduce font size Ctrl + Shift + J Increase font size 1 size Ctrl + Shift + I Reduce font size by 1 size Shortcut keys Function Eg Ctrl + Shift + = Generate the upper exponent 3 5 Ctrl + = Create subscript H 2 O Shortcut keys Function - , , Move the editing cursor one character left or right, or 1 line up or down Ctrl + - Move the cursor left one word Ctrl + - Move the cursor to the right one word Ctrl + - Move the cursor over a paragraph Ctrl + - Move the cursor down a paragraph End key, Home key Move cursor to end, beginning of current line Ctrl + Alt + Page up Move the cursor to the top of the screen Ctrl+Alt+Page down Move the cursor to the bottom of the editing screen Page up Move the cursor by scrolling the document view up one screen Page down Move the cursor by scrolling the document view one screen down Ctrl + Page Down Move the cursor to the top of the next page Ctrl + Page Up Move the cursor to the top of the previous page Ctrl + End Move the cursor to the end of the document Ctrl + Home Move the cursor to the beginning of the document Shift+F5 Move the cursor to the position of the previous revision Shift + F5, right after opening the document Move the cursor to the position of the last revisions made last time Shortcut keys Function Ctrl + Shift + CLOSE Copy the format of the selected data area Ctrl + Shift + DRAW Apply the copied format to the selected data area Shortcut keys Function Tab Move and select the contents of the next table cell or create a new line if it is in the last cell in the table Shift + Tab Move the mouse pointer to the contents of the adjacent cell Shift + arrow keys Select the contents of the adjacent cell at the currently selected position Ctrl + Shift + F8 + Arrow keys Expand the selection by each table cell Shift + F8 Shrink selection size cell by cell Ctrl + 5 (when NumLock key is off) Select the contents of the entire table cell Alt + Home About the first cell of the table Alt + End About the last cell of the current line Alt + Page up Return to the first table cell of the column Alt + Page down Return to the last table cell of the column Arrow up Move the mouse pointer up one line Down Arrow Move the mouse pointer down one line Shortcut keys Function F1 Help F2 Move text or images F3 Insert text automatically F4 Repeat last action F5 Executing the Goto command F6 Move to next panel or frame F7 Execute the spell check command F8 Expand selection F9 Updates for selected schools F10 Open command menu (functions like Alt key) F11 Move to the next school F12 Execute the save command with a different name Shortcut keys Function Shift + F1 Show help pointers directly on objects Shift + F2 Quickly copy text Shift + F3 Convert uppercase to lowercase characters Shift + F4 Repeat the action of the Find, Goto command Shift + F5 Move to the position with the latest change in the text Shift + F6 Move to the previous adjacent panel or frame Shift + F7 Execute the command to find synonyms Shift + F8 Shorten selection Shift + F9 Toggle between the code and the result of a field in the text Shift + F10 Show context menu Shift + F11 Move to the adjacent school in front Shift + F12 Execute command to save document Shortcut keys Function Ctrl + F2 Execute print preview command Ctrl + F3 Cut a Spike Ctrl + F4 Close the text window Ctrl + F5 Restore the size of the text window Ctrl + F6 Move to next text window Ctrl + F7 Execute the move command on the system menu Ctrl + F8 Execute command to resize window on system menu Ctrl + F9 Insert an empty field Ctrl + F10 Maximize the text window Ctrl + F11 Lock a school Ctrl + F12 Execute the command to open the document Shortcut keys Function Ctrl + Shift + F3 Insert content for Spike Ctrl + Shift + F5 Edit a bookmark Ctrl + Shift + F6 Move to front text window Ctrl + Shift + F7 Updated text from linked source documents Ctrl + Shift + F8 Extend selection and block Ctrl + Shift + F9 Disconnect to a field Ctrl + Shift + F10 Activate the ruler bar Ctrl + Shift + F11 Unlock a school Ctrl + Shift + F12 Execute print job Shortcut keys Function Alt + F1 Move to the next school Alt + F3 Generate a word automatically for the selected word Alt + F4 Exit Ms Word Alt + F5 Restore window size Alt + F7 Find the next spelling and grammar mistakes in the text Alt + F8 Run a macro Alt + F9 Switch between code and results of all fields Alt + F10 Maximize the window of Microsoft Word Alt + F11 Displays the Visual Basic Command Window This article introduced some common keyboard shortcuts that you can use in Word. See you in the next post! Another new feature, Smart Lookup, helps you do research while you're working on a document. Right-click a word, or highlight a group of words and right-click them, and from the menu that appears, select Smart Lookup. Word then uses Microsoft's Bing search engine to do a search on the word or phrase and displays the results in the a pane that appears on the right side of the screen. (In Word 2016 this is called the Insights pane, while in Word 2019 it's the Smart Lookup pane, but they work the same way.) Microsoft says that Smart Lookup uses the context around the words, not only the words themselves, to give you more relevant results.The pane is divided into two tabs at the top — Explore and Define. By default, when you use Smart Lookup, it shows the Explore tab, which includes a Bing image search, a web search and an Explore Wikipedia search. (For some odd reason, in some searches the web search is at the top of the page, in other searches the Wikipedia section is, and at other times the Bing image search is.) IDG The results of a Smart Lookup for gravity waves. (Click image to enlarge it.) Click any result to go to the web page that is the source of the results. When you click an image in Bing image search, you're not sent to the individual image, but instead to a page full of the results of the Bing image search. However, the image that you click will be the first image on the page.In the web search, the first result is often a Wikipedia entry, followed by a variety of other results. For example, when I did a search on "coal mining," the Wikipedia entry was first, followed by information from the World Coal Association. Similarly, when I searched for "gravity waves," the first two results were from Wikipedia, one for "Gravitational wave" and other for "gravity waves." In instances like this in which there's more than one Wikipedia entry, Wikipedia gets its own section in the Smart Lookup pane, followed by web search. Each of the sections in the Explore tab has a More link underneath the results. Click it to see additional results.If you're not pleased with the results of a search, I suggest doing the search again, because you might get different results. I did the coal mining search twice; once it returned one result from Wikipedia, and another time it turned multiple results (one for coal mining and another for "History of coal mining.")As for the Define tab, the result is simple and straightforward: a definition of the word or term from the Oxford Dictionaries from Oxford University Press. Don't bother clicking the definition; it doesn't link out to the web.Note that in order to use Smart Lookup in Word or any other Office app, you might first need to enable Microsoft's intelligent services feature, which collects your search terms and some content from your documents. (If you're concerned about privacy, you'll need to weigh whether the privacy hit is worth the convenience of doing research from right within the app.) If you haven't enabled it, you'll see a screen when you click Smart Lookup asking you to turn it on. Once you do so, it will be turned on across all your Office applications.Add new types of chartsOffice 2016 debuted six new types of charts you can add to documents, spreadsheets, and presentations: Treemap, Sunburst, Waterfall, Histogram, Pareto, and Box & Whisker. And Office 2019 added two more: Funnel and Map charts. Each provides a unique way to display data visually. See our Excel 2016 and 2019 cheat sheet for details about the new chart types, including what each one looks like and what type of data it's best suited for.To insert any of the new chart types (or any other chart) in a document, select Insert > Chart and then choose the type of chart to insert. When you do that, the chart appears in your document with placeholder data, and a pop-up window appears that looks like a mini Excel spreadsheet. Enter or edit the data, or else click the Edit in Excel button to open it up in Excel and edit it there. IDG When you insert a chart, a window where you can edit the data pops up. (Click image to enlarge it.) Note that the Pareto chart does not show up in the charts list when you select Insert > Chart. To insert one, select Insert > Chart, select Histogram, and at the top of the screen that appears, select the option to the right, Pareto.Use the new Translator pane in Word 2019In addition to two additional chart types and true real-time collaboration, Microsoft rolled out a spiffed-up version of its translation tool. Called the Translator pane, it's useful for those who need to work in multiple languages. To translate words or phrases, select them, right-click your selection and choose Translate from the menu that appears.The Translator pane appears. The top of the pane shows your selection, and the bottom shows the translation. The top pane attempts to identify the original language, which it does with uncanny accuracy. If it misidentifies the language, though, simply select the right one. After that, in the bottom of the pane select the language you want to translate to.The translation appears. To insert it somewhere into the document, move your cursor to the spot where you want it to appear, and click the Insert button at the bottom of the pane. You can also copy and paste any part of the translation into the document or another document. IDG Word 2019's Translator feature in action. (Click image to enlarge it.) Translator can also translate an entire document. To do it, go to the Review tab on the Ribbon, and in the Language section, click Translate > Translate Document. The Translator pane appears. You can let it auto-detect the original language or click the From drop-down to set it. Then click the To drop-down to set the language you want to translate the document to and click the Translate button. Word opens the translated document in a new window.Keep in mind that Translator is part of Microsoft's Intelligent Services, the artificial intelligence behind other Office features including Lookup and Researcher. If it's the first time you've used one of these AI-driven features, a screen appears asking if you want to turn Intelligent Services on. Click Turn On. You'll only have to do that once.Handy keyboard shortcutsUsing keyboard shortcuts is one of the best ways to accomplish tasks quickly in Word 2016 and 2019. You can even use them to navigate the Ribbon. For instance, Alt-H takes you to the Home tab, and Alt-G takes you to the Design tab. (For help finding specific commands on the Ribbon, see our Word 2016 and 2019 Ribbon quick reference.) IDG Using the Alt key helps you master the Ribbon shortcuts. (Click image to enlarge it.) But there are many other keyboard shortcuts to help you accomplish a vast array of tasks in Word 2016 and 2019. We've listed the ones we've found the most useful below. For even more shortcuts, see Microsoft's Office site.Useful Word 2016 and 2019 keyboard shortcuts Source: Microsoft KEY COMBINATION ACTION Document navigation Ctrl-Up arrow Move up one paragraph Ctrl-Down arrow Move down one paragraph Ctrl-Right arrow Move right one word Ctrl-Left arrow Move left one word Ctrl-Home Move to the top of the document Ctrl-End Move to the bottom of the document Ctrl-F Open the Navigation pane to search for text, graphics and more Ctrl-H Open the Search and Replace dialog box Ctrl-G or F5 Go to a page, bookmark, footnote, table, comment or some other location Alt-Ctrl-Z Switch among the last four places in the document you edited Ribbon navigation Alt-F Go to the File tab Alt-H Go to the Home tab Alt-N Go to the Insert tab Alt-G Go to the Design tab Alt-JT (with cursor in table) Go to the Table Tools Design tab Alt-P Go to the Layout tab Alt-JL (with cursor in table) Go to the Table Tools Layout tab Alt-S Go to the References tab Alt-M Go to the Mailings tab Alt-R Go to the Review tab Alt-W Go to the View tab Alt-Q Go to the Tell Me box Ctrl-F1 Hide or display the Ribbon Text formatting Ctrl-B Make text bold Ctrl-I Make text italic Ctrl-U Underline text Ctrl-Shift-D Double underline text Ctrl-Shift-W Underline a word Ctrl-Shift-A Make text all caps Ctrl-Shift-K Make text small caps Shift-F3 Toggle the case of letters among uppercase, lowercase and sentence case Ctrl-Shift+= Make text superscript Ctrl-= Make text subscript Ctrl-Shift-> Make font size larger Ctrl-Shift-< Make font size smaller Ctrl-D or Ctrl-Shift-F Open the font dialog box Paragraph formatting Ctrl-L Left-align text Ctrl-R Right-align text Ctrl-E Center-align text Ctrl-J Justify text Ctrl-M Indent a paragraph Ctrl-Shift-M Remove paragraph indentation Ctrl-1 Change to single-line spacing Ctrl-2 Change to double-line spacing Ctrl-5 Change to 1.5-line spacing Ctrl-Q Remove paragraph formatting Ctrl-Shift-S Open the Apply Styles task pane Other useful shortcuts Ctrl-N Create a new document Ctrl-O Open a document Ctrl-S Save a document F12 Open the Save As dialog box Ctrl-W Close a document Ctrl-P Print a document Alt-Ctrl-P Switch to Print Layout view Alt-Ctrl-O Switch to Outline view Alt-Ctrl-N Switch to Draft view Alt-W, F Switch to Read Mode view Alt-Ctrl-M Insert a comment Ctrl-K Insert a hyperlink Ctrl-Shift-E Turn revision tracking on or off Ctrl-A Select everything in the document Ctrl-C Copy selection to the clipboard Ctrl-V Paste from the clipboard Ctrl-X Delete selection and copy it to the clipboard Ctrl-Z Undo the last action Ctrl-Y Redo the last action F1 Display Help F7 Run spell check Alt-Ctrl-S Split the document window, or remove the split Don't forget to download our Word 2016 and 2019 Ribbon quick reference!This story was originally published in April 2018 and updated for Word 2019 in August 2019. 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