

Tip - Word Keyboard Shortcuts

Below are several keyboard shortcuts for use in Microsoft Word 2000 or 2003:

Word 2000 Assorted keyboard commands

Ctrl-C: Copy selection.

Ctrl-X: Cut selection.

Ctrl-V: Paste selection.

Ctrl-Shift->: Increase font size.

Ctrl-Shift-<: Decrease font size.

Shift-F3: Toggle selected text between lowercase, initial capitals and uppercase.

F4: Repeat your last action, including searching, typing and formatting.

Shift-F4: Repeat the most recent Find command.

Shift-F5: Jump to the last change you made in the document.

Ctrl-F6: Toggle between two open documents.

F7: Run the spell checker.

F12: Open the Save As dialog box.

Word 2003 Assorted keyboard commands

Ctrl-C: Copy selection.

Ctrl-X: Cut selection.

Ctrl-V: Paste selection.

Ctrl-Shift-. (period): Increase font size.

Ctrl-Shift-, (comma): Decrease font size.

Shift-F3: Toggle selected text between lowercase, initial capitals and uppercase.

F4: Repeat your last action, including searching, typing and formatting.

Shift-F4: Repeat the most recent Find command.

Shift-F5: Jump to the last change you made in the document.

Ctrl-F6: Toggle between two open documents.

F7: Run the spell checker.

F12: Open the Save As dialog box.