



## ESSENTIAL WINDOWS AND WORD SHORTCUTS FOR WRITERS AND EDITORS

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## ESSENTIAL WINDOWS AND WORD SHORTCUTS FOR WRITERS AND EDITORS

Desired Action	Option	Modifier	Key	Comment
<b>WINDOWS SHORTCUTS</b>				
<b>The Ribbon</b>				
<b>Ribbon, tabs, and icons</b>				
Activate Ribbon Tabs		Alt		Just pressing the Alt key activates the Ribbon and the Quick Access toolbar menus. You can then press any of the keys (shown in black) to activate the appropriate ribbon tab or to perform any action available on the Quick Access toolbar
Activate any icon in a ribbon tab (or apply an action)			Appropriate alphabet(s)	Activating any ribbon tab would automatically show a variety of alphabets. Press the appropriate alphabet(s) to activate an icon (or apply an action)
<b>Files and Dialog Boxes</b>				
<b>Working with Windows file management system</b>				
Open File Explorer		Windows+	E	Although it may not be immediately noticeable when the window opens, the right panel will be active
Folder/file selection			→ and ← (or ↑ and ↓)	Using the right arrow will select the second folder on the right panel. Using the left arrow key and <i>then</i> the right arrow key will select the top left folder on the right panel. Note that using the left arrow key directly does not select the first file on the right panel  The down/top arrows may have to be used in a files listing view
Open a main folder in the File Explorer dialog box			A–Z keys	Type the first character of the folder (e.g., M for My Network Places, and M again for My Documents; D for Desktop, etc.)
Open a document that appears in the right panel			First character of document, then Enter	Type the first character of the document; keep pressing the same character till your document of choice gets selected; then press Enter
General selection movement across Windows Explorer			Tab	Level --> path --> search --> left panel --> right panel --> status bar
Move to the left panel of File Explorer		Shift+	Tab	Try pressing Shift+Tab repeatedly and observe what happens
Navigate within the left panel			↑ and ↓	Try pressing these keys and observe what happens
Open subfolders within the left panel			→	Try opening many levels from an existing directory (use down arrows to move down)
Close subfolders within the left panel			←	Try closing many levels from an existing directory
Open a subfolder			A–Z keys	Type the first character of the folder; the contents of the folder appear on the right panel
Move to the right panel of File Explorer			Tab	Try pressing Tab repeatedly and observe what happens
Create a new folder		Ctrl+Shift+	N	
Rename a selected file or folder			F2	Will find this a very useful key (even when you use Free Commander for file management)
Close Windows Explorer	Option 1	Alt+	F4	Note that the Esc key, which is used to close most dialog boxes, does not work in this case
	Option 2	Ctrl+	W	

**Note :** For file management in general, I recommend a program called Free Commander, which is far superior to the Windows' inbuilt File Explorer (see <https://www.theartofcopyediting.com/blog/free-commander-an-outstanding-alternative-to-the-standard-windows-file-manager>).



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Desired Action	Option	Modifier	Key	Comment
<b>Opening, saving, and printing documents</b>				
Open new (blank) document		Ctrl+	N	Standard open new document command
Save		Ctrl+	S	When a document is being saved for the first time, this key opens up the Save as dialog box. One can actually specify the location this dialog box opens. (Go to File --> Options --> Save and specify the Default File Location path as desired)
Open an existing document		Ctrl+	O	Standard Open Document command, which opens a dialog box. One can actually specify the location this dialog box opens. (Go to File --> Options --> Save and specify the Default File Location path as desired)
Save		Ctrl+	S	Standard save command; this will open the Save As command in an unsaved document
Save As	Option 1	–	F12	Standard Save As command
Save As	Option 2	Ctrl+	S	The standard Save shortcut will open the Save As dialog box in an unsaved document
Print Preview		Ctrl+	F2	Standard Print Preview command
Print		Ctrl+	P	Standard Print command
<b>Opening documents, apps on the Taskbar or apps from the Windows Start menu</b>				
Open an app (program) on the Taskbar	Option 1	Windows+	# (1, 2, 3, etc.)	The Windows 10 Start menu has the Search icon, Cortana icon, and the Task view icon to its right. Every other app (program) on the Taskbar is numbered sequentially as 1, 2, 3, etc. So, if your first program is Outlook, Windows + 1 will open Outlook. If Microsoft Edge is the next app, Windows 2 will open the Microsoft Edge browser. If you have FreeCommander as the next icon, pressing Windows + 3 will open it
	Option 2	Windows+	T	Activates the first (no. 1) app in the Taskbar, after which one can move around the taskbar simply by using the arrow keys and open the app or file of choice by pressing Enter
Open an instance of a running app (on the Taskbar)		Shift+Windows+	#	Open another instance of a running app
Open an app from the Windows Start menu		Ctrl+Windows+	#	Opens the last opened window of a running app
		Windows key	followed by ↑ or ↓	Note that the Windows key and one of the arrow keys must be pressed sequentially. This will activate the program menu. You can then press the first character of the name of your program, then use the arrow keys to select the program you want, and then press Enter to open it
Open the Task view		Windows+	Tab	If there is folder, simply press Enter to open the folder and then use the arrow keys The Task view gives you a gallery listing of all the different files (on different apps) you worked on in the last four days. This is of great use in opening a file directly (instead of going to the file location and then opening it)



## ESSENTIAL WINDOWS AND WORD SHORTCUTS FOR WRITERS AND EDITORS

Desired Action	Option	Modifier	Key	Comment
<b>Viewing your desktop</b>				
Minimize or maximize active document window		Windows+	D	Toggle key. Use this when you want to minimize all windows at one shot and check or open something on your Desktop; you can press the same key again to return to your original document
<b>Opening common dialog boxes</b>				
Find		Ctrl+	F	Opens up the Find panel on the left side
Open Find & Replace dialog box		Ctrl+	H	Opens up the Find & Replace dialog box; this dialog box has many advanced features than those in the simple Find panel that opens up with Ctrl F It's important to learn when to use Ctrl+F and when to use Ctrl+H. This is something that you will learn by constantly being aware of what you want to do and also watching how Word behaves in each case
Go To		Ctrl+	G	Go to any page, line, field, bookmark, equation, graphic, and the like
Open Run dialog box		Windows+	R	Useful when you want to connect to some path in the server that is not mapped (as a drive) in your system; useful because the path is often stored in the Run drop-down menu
<b>Switching between panes and windows</b>				
Switch between two panes in a window	Option 1		F6	Switches to another window pane in Draft or Print View (for instance, if you have the Review pane open and want to switch to the main document and back without closing the pane)  The cursor movement/selection will be in the following order: ribbon-->main document-->pane-->status bar at the bottom. You have to press the F6 once, twice, or thrice depending on where you want to go
	Option 2	Shift	F6	Switches to another window pane in Draft or Print View (for instance, if you have the Review pane open and want to switch to the main document and back without closing the pane)  The cursor movement/selection will be in the reverse order: status bar at the bottom-->pane-->main document-->ribbon. You have to press the Shift+F6 once, twice, or thrice depending on where you want to go
Close the Review pane		Alt+Shift+	C	Closes the active window pane (if you are in Normal or Print View and have, for example, the Review pane open). This works only when the cursor is in the main document  Note that this command can also be used for closing a document split, as the latter is just a window with two panes  Also note that this key works only for the review pane. The Styles pane can be opened and closed with a toggle key. The Find pane can be closed with the Esc key (when the Find pane is made active through F6/Shift+F6 keys)



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Desired Action	Option	Modifier	Key	Comment
Switch to the next Word document	Option 1	Ctrl+	F6	Works with Word and Excel
	Option 2	Alt+	F6	Works only with Word
Switch to the previous Word document	Option 1	Ctrl+Shift+	F6	Works with Word and Excel
	Option 2	Alt+Shift+	F6	Works only with Word
Switch to the next document	Option 1	Alt+	Tab	Works across all programs; this is an extremely useful key, particularly when many documents are open
	Option 2	Ctrl+Alt+	Tab	Opens and freezes the all-apps windows for you to select what you want; Esc closes the dialog box
Switch to the previous document		Alt+Shift+	Tab	Works across all programs

### Navigating dialog boxes

Next item within a tab			Tab	
Previous item within a tab		Shift+	Tab	
Perform the command (or select the option) that is used with that letter		Alt+	Underlined character	
Selection/deselection of an option			Spacebar	
Perform the appropriate after a selection/deselection			Enter	
Move to the next tab	Option 1	Ctrl+	PgDn	This option will work in any dialog box. This can be useful when you are somewhere within a tab and want to go directly to another tab
	Option 2	Ctrl+	Tab	This can be useful when you are somewhere within a tab and want to go directly to another tab
				Note that this will not work this way with the Advanced Find (Ctrl+H) dialog box, where this key will toggle between the dialog box and the main document
Move to the previous tab	Option 1	Ctrl+	PgUp	This option will work in any dialog box. This can be useful when you are somewhere within a tab and want to go directly to another tab
	Option 2	Ctrl+Shift+	Tab	This can be useful when you are somewhere within a tab and want to go directly to another tab
				Note that this will not work this way with the Advanced Find (Ctrl+H) dialog box, where this key will toggle between the dialog box and the main document
Switch between the different tabs in a dialog box			→ and ←	Works only when a tab is selected (and nothing within the tab is selected by the user)
Close dialog box without any action			Esc	This will close the dialog box and not execute any of the options you may have chosen
				Also note that the Find pane can often be closed this way (see also closing dialog boxes below)

### Closing documents, windows, and dialog boxes

Close document alone	Ctrl+	W	Works when only one Word document is open
Exit (Close document <i>and</i> Word program)	Alt+	F4	Even dialog boxes can be closed this way, although the method given below (Esc key) is simpler
Close a dialog box		Esc	This does not work for closing Windows File Explorer; you have to use Alt+F4 or Ctrl+W to close it



## ESSENTIAL WINDOWS AND WORD SHORTCUTS FOR WRITERS AND EDITORS

Desired Action	Option	Modifier	Key	Comment
Close dialog boxes having a dropdown arrow on the top right (e.g., the Find dialog box that opens with Ctrl+F or the old Apply Styles dialog box that opens with Ctrl+Shift+S)		Ctrl+	Spacebar	Some dialog boxes may not close with the Esc key. These will have a dropdown arrow (having a Close command) at their top right. (In such scenarios, the Esc key often shifts the focus to the document, enabling you to work on it.)  Such dialog boxes can be closed by pressing Ctrl+Spacebar when the dialog box is active. This key combination opens the dropdown menu at the top right, and you will see that the Close command has its C underlined. This means that you can press C to close the command box.

### Miscellaneous

#### A few other useful Windows shortcuts

Side-by-side viewing of documents		Windows+	←	Keeps the document on the left side of screen
Side-by-side viewing of documents		Windows+	→	Keeps the document on the right side of screen
Maximize a window (say after viewing it side by side with another document)		Ctrl+	F10	
Open Windows Action Center on the bottom right		Windows+	A	This is a toggle key; Esc also closes the Action Center
Open Windows Settings/Information		Windows+	I	Use Alt F4 to close the window
Open Windows Search next to the Windows Start menu	Option 1	Windows+	Q	Simply typing immediately after pressing the Windows key (without the Q) also works well
	Option 2	Windows+	S	Simply typing immediately after pressing the Windows key (without the S) also works well
Lock Windows		Windows+	L	You will have to login to start working again
Switch to another keyboard		Windows+	Spacebar	You can (for example) switch between English (US) keyboard and English (Indian) keyboard  When you press the two keys, a small window will pop up, which will remain there as long as you keep the Windows key pressed (and you can switch the keyboard)  The window will disappear the moment you release the Windows key
Display and hide the date, time, and month calendar on the desktop		Windows+Alt+	D	This is a toggle key
Activate snipping tool		Windows+Shift+	S	Capture a small portion of your screen as a picture; can be pasted anywhere
Open Task Manager (e.g., to forcibly close Word running in the background)		Ctrl+Shift+	Esc	This key opens the Task Manager directly (Ctrl+Alt+Del would require one more step to open the Task manager)
Show right-click options		Shift+	F10	This is a universal Windows key that shows more contextual commands (with or without text selection), and serves as the alternative to the mouse right-click  This shortcut can be useful all through a day's work



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Desired Action	Option	Modifier	Key	Comment
Paste only text (without any formatting)		Ctrl+Alt+	V	Note: This option is available only in Windows 10.  This helps you to paste only the cut/copied text (without any formatting). This can be a useful shortcut when what you copy has some kind of formatting (say boldface, [which may be the style followed for a heading in a document or a web page]) and you want to paste only the content, devoid of any formatting  The shortcut opens up a dialog box with a list of options to (choose and) paste
Take screenshot of active window		Alt+	PrntScrn	This helps you to provide a screenshot of only the active window (can paste anywhere). This option can be helpful when trying to troubleshoot or providing proof of anything
Open the Windows Zoom magnifier		Windows+	+ (plus)	Pressing the + and – keys in the dialog box changes the zoom by 100%
Turn off Windows magnifier		Windows+	Esc	Simple Esc will not work in this case
<b>WORD-SPECIFIC SHORTCUTS</b>				
<b>Document views</b>				
<b>Viewing Word documents</b>				
Draft/Normal view		Alt+Ctrl+	N	Hidden under View menu. Use the Draft/Normal view while styling a document using Word styles  Also, make sure that the styles are visible in the left pane  (If the pane is not visible, go to File--> Options --> Advanced --> Display and enter a value (say, 1 inch or 2.5 cm) for the style area pane width. It might also be useful to scroll down to General and tick the option to allow opening a document in Draft view)
Page (Print) view		Alt+Ctrl+	P	View menu. You may want to use this view when you want to see comments (for example); you may even use it routinely while doing line-by-line (language) editing. Use Alt+Ctrl+N to go to Draft/Normal view
Outline		Alt+Ctrl+	O	View menu. Use for editing all section heads together, without the intervening text. Use Alt+Ctrl+N or Alt+Ctrl+P to go back to your view of choice
View headings up to 1 level in outline view		Alt+Shift+	1	View first-level headings only (without intervening text)
View headings up to 2 levels in outline view		Alt+Shift+	2	View first- and second-level headings only (without intervening text)
View headings up to 3 levels in outline view		Alt+Shift+	3	View first-, second-, and third-level headings only (without intervening text)
View headings up to 4 levels in outline view		Alt+Shift+	4	View first-, second-, third-, and fourth-level headings only (without intervening text) [Numbers 5 and above can be used to see more levels]
Zoom		Ctrl+	Mouse scroll	Press the Ctrl key and use the mouse scroll to increase or decrease the Zoom



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Desired Action	Option	Modifier	Key	Comment
Doc Split		Alt+Ctrl+	S	Toggle key. Use for viewing two parts of a document simultaneously (say, for comparing the wording used in two different places). Note that you will have to specify the position of the split before continuing to work; once this is done, the same key may also be used as a toggle key to close the split and continue working
Remove Doc split		Alt+Shift+	C	This is another key to close the split and continue working; the key works because it has a another specific function (see below)

### Document statistics

#### Getting basic details about a Word file

Word, character, paragraph count		Ctrl+Shift+	G	Can be used with or without selection. Useful to know the total word count of a document, word count of abstract, references, or any part of a document
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### Navigation in Microsoft Word

#### Horizontal navigation

Move cursor one character to the left			←
Move cursor one character to the right			→
Move cursor one word to the left		Ctrl+	←
Move cursor one word to the right		Ctrl+	→
Move cursor to the start of the line			Home
Move cursor to the end of the line			End

#### Vertical navigation

Go one line up			↑	
Go one line down			↓	
Go to the beginning of previous para		Ctrl+	↑	
Go to the beginning of next para		Ctrl+	↓	
Go one screen up			PgUp	For you to see one screen up, the content (the screen) actually moves down
Go one screen down			PgDn	For you to see one screen down, the content (the screen) actually moves up
Go to the top of the previous page	Option 1	Ctrl+	PgUp	The screen moves down and the cursor is placed at the top-left of the previous page (page-layout view)
	Option 2	Ctrl+	G, followed by –	This set of keys may be used when Ctrl+PgUp does not work because of something stored in Word's memory (i.e, the Find dialog is loaded)
Go to the top of the next page	Option 1	Ctrl+	PgDn	The screen moves up and the cursor is placed at the top-left of the next page (page-layout view)
	Option 2	Ctrl+	G, followed by +	This set of keys may be used when Ctrl+PgUp does not work because of something stored in Word's memory (i.e, the Find dialog is loaded)
Go to the start of Document		Ctrl+	Home	
Go to the end of Document		Ctrl+	End	
Go back to location of last edit		Shift+	F5	This will help you to toggle through the last four cursor positions or edits (whichever is applicable)

Another useful feature of this key is that it can help you to go back to the location of your last edit when you close your document and open it the next day





## ESSENTIAL WINDOWS AND WORD SHORTCUTS FOR WRITERS AND EDITORS

Desired Action	Option	Modifier	Key	Comment
<b>Formatting in Word</b>				
<b>Paragraph styles</b>				
Apply Heading 1		Alt+Ctrl+	1	Note that there is no need to select any text to apply paragraph styles
Apply Heading 2		Alt+Ctrl+	2	
Apply Heading 3		Alt+Ctrl+	3	
Apply Normal Style		Ctrl+Shift+	N	Standard command
Open the Styles pane		Ctrl+Alt+Shift+	S	This is a toggle key; the pane closes when the same key is pressed again The style pane in turn has many options, which can be learned as one becomes more and more familiar with Word
Open the Apply Styles pane		Ctrl+Shift+	S	This opens a small dialog box where the style are arranged in an alphabetical manner in a drop-down menu. A style may be selected (and applied) by pressing the first character of the style name and then using the up/down arrow keys  In a well-prepared Word template, most styles may have their own shortcut keys and so this dialog box may be useful for applying odd styles that do not have a shortcut key
Left justify paragraph		Ctrl+	L	These set of keys may be useful when keying simple documents.  However, these may not be necessary for editing when various styles have been prepared in a Word template and different keys have been assigned to them (and each with their own paragraph styles).
Justify paragraph on both sides		Ctrl+	J	
Right justify paragraph		Ctrl+	R	
Center paragraph		Ctrl+	E	
Apply List Bullet		Ctrl+Shift+	L	May be a useful key when keying simple documents.  This may not, however, be necessary for editing when various bullet lists have been prepared in a Word template and different keys have been assigned to them
<b>Indentation</b>				
<i>Note</i> : This set of shortcuts are keys that you may not use at the beginning of your career (particularly when you're using a pre-prepared template with Word styles). You may, however, find them useful later, when you start preparing Word templates on your own				
Indent the whole paragraph		Ctrl+	M	The key can be applied more than once for greater indentations. <i>Note</i> : Word's normal paragraph style is flush left. It does not have a shortcut key to keep the first line alone indented and all the turnover lines flush left. To achieve this you have to apply a Word style called Body Text First Indent Open the Apply Styles dialog box and apply the Body Text First Indent style and see how a paragraph gets formatted. You can create a shortcut key for this style and use it when appropriate
Reduce indentation of whole paragraph		Ctrl+Shift+	M	



## ESSENTIAL WINDOWS AND WORD SHORTCUTS FOR WRITERS AND EDITORS

Desired Action	Option	Modifier	Key	Comment
Apply hanging indent (turnover lines indented)		Ctrl+	T	Can be useful for unnumbered references arranged alphabetically, when no specific styles have been called for
Reduce hanging indent		Ctrl+Shift+	T	
Remove all paragraph indentations		Ctrl+	Q	Note that this does not remove the first line indentation caused by applying the Body Text First Indent style

### Line spacing

Apply single line spacing		Ctrl+	1	
Apply double line spacing		Ctrl+	2	
Apply 1.5-line spacing		Ctrl+	5	
Add/remove 1-line spacing to (after) preceding para		Ctrl+	0 (zero)	Toggle key. You may find it useful when you use Word styles and feel that a little extra space may be necessary between two elements.  Ideally, spacing between elements should be taken care of while building the Word template, but sometimes you may still find an unexpected combinations of styles coming sequentially and where this key may be useful (at least to provide you with that visual separation of the two elements)

### Character styles

Change Case		Shift+	F3	A very useful key; cycles a word (even if not selected) through initial caps, all caps, and lowercase modes through successive pressings of the same key
Apply all caps		Ctrl+Shift+	A	
Set the character or word(s) in small caps		Ctrl+Shift+	K	The selected characters or words must be in lowercase (and not initial caps or all caps). Those in capital letters will remain so even when small caps is applied on them
Set selection as Subscript		Ctrl+	=	
Set selection as Superscript		Ctrl+Shift+	=	
Apply boldface		Ctrl+	B	
Apply Italic		Ctrl+	I	
Apply Normal style		Ctrl+Shift+	N	
Remove character formatting		Ctrl	Space bar	Removes all character styles associated with selected text, but retains base paragraph style (even if other than Normal)
Highlight selected word(s)		Ctrl+Alt	H	You will use this key frequently during editing. This is a toggle key that can be used to apply as well as remove (an existing) highlighting of words
Change to Symbol font		Ctrl+Shift+	Q	You may not use this in modern times, as you may asked to use Unicode and not the Symbol font anymore  You may nevertheless find this as a useful shortcut in some simple documents that you may key in. For example, you can type the character a, select it and apply the shortcut to change it to an α symbol



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Desired Action	Option	Modifier	Key	Comment
<b>Field codes</b>				
<b>Handling field codes in Word</b>				
Display or hide all fields in document		Alt+	F9	Press this shortcut key and scroll through the document. This will let you know whether or not the references or equations in a file have underlying field codes. This is a toggle key and pressing the key again will hide all the field codes
Convert all field codes to text value		Ctrl + Shift+	F9	May be used if the field codes apply only to references (citations and list); do NOT use this if the field codes apply to equations (inline or display). If you do so, the equations can become unusable for the typesetter
Display or hide selected field codes		Shift+	F9	Field codes getting selected when clicked (anywhere within a region or set of words) are another indication that a file has field codes. The codes getting selected is in turn based on a Word setting. If the setting is not turned on, this may not help in detecting the presence of field codes
<b>Editing-related shortcuts in Word</b>				
<b>Track changes</b>				
Switch track changes on and off		Ctrl+Shift+	E	This toggle key is one that you may use constantly
<b>Text selection</b>				
Select one character to the left		Shift+	←	
Select one character to the right		Shift+	→	
Select from cursor to the beginning of a word		Ctrl+Shift+	←	
Select from cursor to the end of a word		Ctrl+Shift+	→	
Select from cursor to the beginning of a line		Shift+	Home	
Select from cursor to the end of a line		Shift+	End	
Select from cursor to one line up		Shift+	↑	
Select from cursor to one line down		Shift+	↓	
Select from cursor to the beginning of a paragraph		Ctrl+Shift+	↑	
Select from cursor to the end of a paragraph		Ctrl+Shift+	↓	
Select from cursor to the beginning of a document		Ctrl+Shift+	Home	
Select from cursor to the end of a document		Ctrl+Shift+	End	
Select All		Ctrl+	A	
<b>F8 selection</b>				
Turn on extend mode			F8	
Select nearest character			F8, then arrow keys	
Select a word			F8 twice	
			F8 thrice	Ctrl + left mouse click on a word also selects the sentence containing the word
Select a sentence			F8 four times	
Select a paragraph			F8 four times	
Switch off extend mode			Esc	
Reduce size of selection		Shift+	F8	



## ESSENTIAL WINDOWS AND WORD SHORTCUTS FOR WRITERS AND EDITORS

Desired Action	Option	Modifier	Key	Comment
<b>Copying, cutting, pasting, undoing, and redoing</b>				
Copy		Ctrl+	C	Copies selected text. Use in combination with Paste or Paste unformatted
Copy to (and display) clipboard		Ctrl+	C (twice—and more)	<p>This could be useful when you want to copy multiple items and then paste these separately at different places or together (in sequence, separate by spaces) at one place (or new document)</p> <p>There are some options in the clipboard that you can set to your convenience. One of them is to display the clipboard when you press Ctrl+C twice</p>
Copy Format		Ctrl+Shift+	C	You can use this in combination with Paste Format
Cut		Ctrl+	X	Cut selected text. You can use in combination with Paste or Paste unformatted
Truncate word at the cursor location		Ctrl+	Del	<p>No selection is needed. This can be useful sometimes, but you may also wish that you had a key to delete a whole word without any selection.</p> <p>But the shortcut can be used to delete whole words by placing the cursor at the beginning (and without any selection). This means that you may find it useful to use Ctrl + left arrow before using this shortcut. This is actually very easy, as you have to simply keep the control key pressed and simply press the left arrow and delete keys one after the other. (You need not necessarily use a macro for this!)</p>
Truncate word backward from the cursor location		Ctrl+	Backspace	Truncating a word backward from the cursor location may seem pointless. But the shortcut can be used to delete whole words by placing the cursor at the end (and without any selection). This means that you may find it useful to use Ctrl + right arrow before using this shortcut. This is actually very easy, as you have to simply keep the control key pressed and simply press the right arrow and backspace keys one after the other. (You need not necessarily use a macro for this!)
Cut to the Spike (Delete selection)		Ctrl+	F3	This shortcut can be used to cut out items like tables and graphics and move them to the end of the document (or to a separate document altogether). The advantage is that you can cut out things one by one and paste them all at one go using its companion shortcut key (next)
Empty spike contents		Ctrl+Shift+	F3	<p>When you use this key, it pastes all the items you cut out in sequential order, but as separate paragraphs (units).</p> <p>In a way, this is the opposite of the clipboard. (The clipboard can be used only for copying; also, when you paste all the contents of the clipboard, items will be pasted sequentially, but they will be separated by word spaces.)</p>
Paste		Ctrl+	V	



## ESSENTIAL WINDOWS AND WORD SHORTCUTS FOR WRITERS AND EDITORS

Desired Action	Option	Modifier	Key	Comment
Paste only format		Ctrl+Shift+	V	Pastes only the copied format (copied from some text) on new selected text. As mentioned earlier, you can use this in combination with Copy Format
Move paragraph upward		Alt+Shift+	↑	The beauty of this shortcut is that you need not select anything. You may find it useful when you are writing a document on you own or if you doing some kind of developmental editing
Move paragraph downward		Alt+Shift+	↓	
Undo		Ctrl+	Z	You can undo a series of actions by repeated pressing of this key
Redo		Ctrl+	Y	You'll find this key useful when you undo a series of actions and then decide to redo them (say because you were convinced of their correctness)
<b>Find and Replace</b>				
Find		Ctrl+	F	Opens the Find dialog box on the left pane  With the Find dialog box open, all you have to do is to keep pressing the Enter key to keep moving to the next occurrence of the Find item. When you stop at one and make a change in the text, you can easily come back to the Find dialog pane and continue your searching. For this, you'll have to simply press F6 (which will go to the next active pane, namely the dialog box) and then press Enter (as the dropdown arrow would already be selected)
Move to next option within the Find pane			Tab	
Move to previous option within the Find pane		Shift+	Tab	
Move to next option within a row of options			→	
Move to previous option within a row of options			←	
Move from Find pane to main document, with Find pane intact		Shift+	F6	Order of cursor movement: pane --> main document --> ribbon --> status bar at the bottom
Move from main document to Find pane, with Find pane intact			F6	Order of cursor movement: main document --> pane --> status bar at the bottom-->ribbon
Repeat Find above	Option 1	Ctrl+	PageUp	Standard shortcut to use after a Find action (when the Find dialog box is closed)  Note that you may, on some occasions, want to keep the dialog box open (to see the context). Knowing when to keep the dialog box open is something that you will have to consciously learn as you keep sharpening your understanding of Word
Repeat Find below	Option 2	Ctrl+	PageDn	Standard shortcut to use after a Find action (when the Find dialog box is closed)
Find and Replace		Ctrl+	H	Opens the Find and Replace dialog box
Move from advanced F&R dialog box (with cursor in Find or Replace option) to main document	Option 1	Ctrl+	Tab	This and the next one form a set of shortcuts
Move from document to (already open) advanced F&R dialog box	Option 2	Ctrl+Shift+	Tab	This and the previous one form a set of shortcuts



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Desired Action	Option	Modifier	Key	Comment
Move between the advanced F&R dialog box and main document	Option 3	Alt+	Tab	Quite surprisingly, Pressing Alt+Tab shows the F&R dialog box as a separate window for easy toggling with main document  Note that this does not happen with the Find (Ctrl+F) dialog box
<b>Hiding/hidden text</b>				
Hide selected text		Ctrl+Shift+	H	You may not use this key as an editor. But this will help you to remember that there can be some hidden text in some files.  To find hidden text, you must first go into Word Options --> Display and tick the Hidden text option. You can then use the Advanced Find dialog box (Ctrl+H) to find these (More --> Format --> Font --> tick Hidden text option)
<b>Insert</b>				
En dash		Ctrl+	Num-	Num- indicates the hyphen/minus sign on the numeric keypad  Alt-Shift-E may be used in US/Canada versions of Word
Em dash		Alt+Ctrl+	Num-	Alt-Ctrl-E may be used in US/Canada versions of Word. Alt-Ctrl-E may insert the € symbol in Indian versions of Word
Footnote		Alt+Ctrl+	F	Inserts a footnote at the point of the cursor and opens up the footer with the corresponding footnote number and lets you start typing the footnote.  Double clicking the footnote citation in the text will take you to the actual footnote; double clicking the footnote number (in the footer) will take you to the text citation of the same footnote. You can also view the text of the footnote by just taking the cursor close to the footnote citation in the text
Endnote		Alt+Ctrl+	E	This is nothing but all the footnotes kept together at the end of the document. Word has a provision to change all footnotes to endnotes (and vice versa)
Comment		Alt+Ctrl+	M	This is a shortcut from an old (2003) version of Word that still works You can also insert a comment by activating the Review tab and pressing the appropriate character (which seem to change as Word evolves)
Come back to main text from the comment			Esc	Press Esc after typing your comment. You'll now be in the main document.
Close comment box		Alt+Shift+	C	This shortcut key closes the Reviewing pane (list of revisions and comments, kept horizontal or vertical) when the cursor is in the main document



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Desired Action	Option	Modifier	Key	Comment
Nonbreaking hyphen		Ctrl+Shift+	- (hyphen)	A nonbreaking hyphen is a hyphen that holds the adjacent characters together. (Word breaks words at the hyphen if the hyphenated word is at the end of a line.) You may want to use this hyphen when you do not want adjacent characters to be separated during typesetting (can be a model number or a scientific convention, for example)
Nonbreaking space		Ctrl+Shift+	Spacebar	Very similar to a nonbreaking hyphen
Copyright symbol ©		Alt+Ctrl+	C	Sometimes the copyright symbol may get generated when you simply key in (c). You can simply use the undo feature if you do not want the copyright symbol  Note that the copyright symbol is not on the baseline but has a position of its own
Registered symbol ®		Alt+Ctrl+	R	Sometimes the copyright symbol may get generated when you simply key in (r). You can simply use the undo feature if you do not want the copyright symbol  Note that the registered symbol is not on the baseline but has a position of its own
Trademark symbol ™		Alt+Ctrl+	T	Note that the trademark symbol is not on the baseline but has a position of its own
Ellipsis		Alt+Ctrl+	. (period)	You can use this when the style uses three dots for ellipsis. Some styles may prefer three spaced dots, in which case you should not be using this
Line break		Shift+	Enter	A useful key in Word, but you'll rarely use it as an editor—often you may be deleting such breaks as part of manuscript clean-up. Sometimes, during such deletions, you may have to replace the line break with a typical paragraph break (Enter)
Page break		Ctrl+	Enter	You'll find it useful quite often (for example, when you keep tables as a separate section at the end of the file (say, if some tables are in landscape view)). You also find it useful if you're handling book work
Date		Alt+Shift+	D	Inserts the date as a field at the point of the cursor. Date format follows the custom format preset in Windows
Time		Alt+Shift+	T	Inserts current time as text at the point of the cursor. Time format follows the custom format preset in Windows
<b>Language-related</b>				
Proofing (open spell check)			F7	Spellcheck a whole document at one go! An important shortcut to be used probably multiple times on any document  When you press F7, the spellcheck box—actually a pane—opens up and remains active. If you have multiple choices as recommendations for a word that Word thinks is incorrect, simply the press Tab key repeatedly to select the appropriate option and then press Enter. The option chosen will automatically be used to replace the error in the text



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Desired Action	Option	Modifier	Key	Comment
Use other options in the Spellcheck				In case you want to Ignore once or Ignore all such instances, simply press l or g (the characters that may be underlined in the option) as appropriate. If you want to add the word to your (custom/default) dictionary, press the letter a (lowercase would do). It might seem as if nothing is happening, but the word would have to added to the cutom dictionary
Close the spellcheck pane				If you want to into the document and make a correction, press Shift+F6 (+ left arrow). To move back to the pane, press F6 and then Tab + Enter to resume the spell check
Next Misspelling		Alt+	F7	To close the pane, ensure that the pane is active (if necessary, use Shift F6 to move from the document to the pane) and the press Ctrl + Spacebar. This will open out the dropdown arrow at the top right corner of the pane. You can then press the letter c (lowercase) to close the pane.
Thesaurus		Shift+	F7	Spellcheck from any given point in the document An extremely useful help for an editor while doing language editing

### Table shortcuts

#### Navigation in Tables

Move to next (or empty) cell in a row			Tab	Note that this automatically selects the cell's contents. If you want to only move and not select, simply press the left arrow key after pressing Tab
Move to previous (or empty) cell in a row		Shift+	Tab	Note that this automatically selects the cell's contents. If you want to only move and not select, simply press the left arrow key after pressing Shift+Tab
Move to previous cell in a row		Alt+	↑	Note that the left arrow key does not work in this case
Move to next cell in a row		Alt+	↓	Note that the right arrow key does not work in this case
Move to first cell in a row		Alt+	Home	
Move to last cell in a row		Alt+	End	
Move to first cell in a column		Alt+	PgUp	
Move to last cell in a column		Alt+	Pg Dn	

#### Selection in Tables

<b>Rows</b>				
Select a cell's contents (with cursor at the beginning)	Shift+Ctrl+	→		Press the arrow key repeatedly, if necessary
Select a cell's contents (with cursor at the end)	Shift+Ctrl+	←		Press the arrow key repeatedly, if necessary
Select the next cell's contents	Tab			See comment under Navigation in tables
Select the preceding cell's contents	Shift+	Tab		See comment under Navigation in tables
Select adjacent cells to the right	Shift+	→		Press the arrow key (repeatedly, if necessary), with the cursor preferably at the right end of the cell
Select adjacent cells to the left	Shift+	←		Press the arrow key (repeatedly, if necessary), with the cursor preferably at the left end of the cell
Select all cells to the left (including current)	Alt+Shift+	Home		
Select all cells to the right (including current)	Alt+Shift+	End		
Select entire row (with cursor in some middle cell) Option 1		Alt+Home, followed by Alt+Shift+End		For inserting rows above or below, you will have to activate the ribbon (press the Alt key) and then follow the key indications to insert the row where needed





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Desired Action	Option	Modifier	Key	Comment
	Option 2		Alt+End, followed by Alt+Shift+Home	For inserting rows above or below, you will have to activate the ribbon (press the Alt key) and then follow the key indications to insert the row where needed
<b>Columns</b>				
Select cells above in a column (including current)		Shift+	↑	Press the arrow key repeatedly, if necessary
Select cells below in a column (including current)		Shift+	↓	Press the arrow key repeatedly, if necessary
Select all cells above (including current)		Alt+Shift+	PageUp	
Select all cells below (including current)		Alt+Shift+	PageDn	
Select entire column (with cursor in some middle cell)	Option 1		Alt+PgUp, followed by Alt+Shift+PageDn	For inserting columns to the left or right, you will have to activate the ribbon (press the Alt key) and then follow the key indications to insert the column where needed
	Option 2		Alt+PgDn, followed by Alt+Shift+PgUp	For inserting columns to the left or right, you will have to activate the ribbon (press the Alt key) and then follow the key indications to insert the column where needed
<b>Whole table</b>				
Select entire table		Alt+	Num 5	This can be quick way of selecting an entire table. Num 5 indicates 5 on the numeric keypad (Num Lock must be OFF)
<b>Other actions in tables</b>				
Move up the contents of an entire row		Alt+Shift+	↑	Moves the contents of the row up
Move down the contents of an entire row		Alt+Shift+	↓	Moves the contents of the row down
Insert Tab character in a table cell		Ctrl+	Tab	Some editors use this to indent the contents of a cell. A better way would be to insert an em space before the item to be indented. (Go to Insert, Symbols dialog box, Special Characters tab, and then choose Em space)
Insert paragraph in a table cell			Enter	It is always best to avoid paragraphs in table cells. Although some typesetters may not object, it always best to keep paragraphs inside a table cell on a separate row of its own
<b>EDGE (MICROSOFT WEB BROWSER) SHORTCUTS</b>				
<b>Working with Edge (Windows web browser)</b>				
Web Go Back		Alt+	←	Useful when you want to go back to a page you viewed earlier
Web Go Forward		Alt+	→	Useful when you want to return to a page after exploring a page you viewed earlier
Open new tab		Ctrl+	T	Useful when you want to type or paste something into the search bar
Close active tab	Option 1	Ctrl+	W	You can use this repeatedly to close a series of tabs from the right end
	Option 2	Ctrl+	F4	You can use this repeatedly to close a series of tabs from the right end
Open recently closed tab		Ctrl+Shift+	T	Useful to reopen a tab that you closed by mistake
Duplicate the current tab		Ctrl+Shift+	K	
Switch to the next tab	Option 1	Ctrl+	PgDn	
	Option 2	Ctrl+	Tab	
Switch to the previous tab	Option 1	Ctrl+	PgUp	
	Option 2	Ctrl+Shift+	Tab	
Scroll down webpage			Spacebar	Moves screen up, one screen at a time
Scroll up webpage		Shift	Spacebar	Moves screen down, one screen at a time
Switch to a specific tab		Ctrl+	# (1, 2, 3, 4, 5, 6, 7, 8)	



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Desired Action	Option	Modifier	Key	Comment
Switch to the last tab		Ctrl+	9	
Reload the current page		Ctrl+	R	Can be useful when a page does not load correctly
Open a new window		Ctrl+	N	

### WINDOWS 10 TRACKPAD GESTURES

#### Useful laptop trackpad shortcuts

##### One-finger actions

Select an item (Windows)	Tap one finger on the touchpad	Action is equivalent to left-clicking the mouse
Place cursor within word (Word)	Tap once on the word	
Select a word	Tap twice on the word	The right-click formatting menu gets automatically activated
		The equivalent of this would be to press the F8 key twice; but then the formatting menu will not be available as the selection mode is ON
Select a paragraph	Tap thrice on a word	The right-click formatting menu gets automatically activated
		The equivalent of this would be to press the F8 key four times; but then the formatting menu will not be available as the selection mode is ON

##### Two-finger actions

Show more commands	Tap two fingers on the touchpad	Shows right-click command options; the keyboard equivalent is Shift + F10
Scroll a page up or down	Swipe up or down with two fingers	Keyboard alternatives: PgUp, PgDn
Zoom in (magnify) or zoom out (shrink)	Pinch or stretch out two fingers	

##### Three-finger actions

Open windows task view (timeline actions)	Swipe UP with three fingers	Keyboard alternative: Windows + Tab
Minimize everything and show the desktop	Swipe DOWN with three fingers	Keyboard alternative: Windows + D
Switch between all windows that are currently open	Swipe left or right with three fingers	Keyboard alternatives: Alt + Tab, Ctrl+Alt+Tab
Open Windows search	Tap three fingers on the touchpad	Keyboard alternatives: Windows + Q, Windows + S

##### Four-finger actions

Open Action Center	Tap four fingers on the touchpad	Keyboard alternative: Windows + A
Switch between all virtual desktops	Swipe left or right with four fingers	Virtual desktops are useful when you want to manage diverse tasks. You can manage separate desktops for work, personal tasks etc.