

*What are some useful keyboard shortcuts that I can use in Word 2003?***Background**

There are many keyboard shortcuts that can be used to quickly navigate and update within your Word document. You can use the short cut keys already provided by Microsoft or you can assign keyboard shortcuts yourself to styles and macros.

**Solution**

Key command	Action
<b>MOVING AROUND</b>	
Ctrl + Home	Takes you to the beginning of the document.
Ctrl + End	Takes you to the end of the document.
Ctrl + Shift + End	Highlights from the insertion point to the end of the document.
Ctrl + Shift + Home	Highlights from the insertion point to the beginning of the document.
Ctrl + click	Press <b>Ctrl</b> while you click on text to highlight an entire sentence.
Ctrl + W	Close the current document.
<b>WORKING WITH FIELDS</b>	
F9	Update a field. (Select the field you wish to update or place your cursor inside the field. You can also select the entire document and update all fields at once).
Shift + F9	Display or hide field codes.
<b>FORMATTING</b>	
Ctrl + Enter	Insert a page break.
Shift + F3	To change the case of any text, select the text and press <b>Shift+F3</b> . Very useful, for instance, if you have accidentally LEFT YOUR CAPS LOCK ON! Keep pressing <b>Shift+F3</b> to toggle between cases.
Ctrl + M	Indent a paragraph.
Ctrl + T	Create a paragraph with a hanging indent.
Ctrl + Q	Remove paragraph formatting.
Ctrl + Spacebar	Remove text formatting.
Ctrl + 2	Format a paragraph with double spacing.
Ctrl + 1	Format a paragraph with single spacing.
Ctrl + 5	Format a paragraph with 1.5 spacing.
Ctrl + J	Justify a paragraph.
Shift + F1	Press <b>Shift + F1</b> and click on some text to see paragraph and text formatting information. Press <b>Esc</b> when you're finished.
<b>WORKING WITH TEXT</b>	
F4	Repeat the last action.
Ctrl + A	Select the entire document.
Shift + F7	Use the thesaurus – select the word and press <b>Shift+F7</b> .
Ctrl + Alt + C	Inserts the copyright symbol.
Ctrl + Alt + R	Inserts the registered trademark symbol.
Ctrl + Alt + T	Inserts the trademark symbol.
Ctrl + Shift + H	Marks text as hidden, which means it can only be viewed.
Alt + Shift + X	Opens the indexing dialog box.
Ctrl + ] or [	Increases and decreases font sizes.