CTRL+SHORCUT		VARIOUS	
Save the document.	CRTL+S	Switch to the next window.	ALT+TAB
Make letters bold.	CTRL+B	Switch to the previous window.	ALT+SHIFT +TAB
Make letters italic.	CTRL+I	Close the active window.	CTRL+W or CTRL+F4
Make letters underline.	CTRL+U		
Decrease font size 1 point.	CTRL+[	Restore the size of the active window after you maximize it.	ALT+F5
Increase font size 1 point.	CTRL+]	Move to a task pane from another pane in the program window (clockwise direction). You may need to press F6 more than once.	F6
Remove paragraph or character formatting.	CTRL+SPACEBAR		
Copy the selected text or object.	CTRL+C		
Cut the selected text or object.	CTRL+X	Move to a task pane from another pane in the program window (counterclockwise direction).	SHIFT+F6
Paste text or an object.	CTRL+V		
Paste special	CTRL+ALT+V		
Paste formatting only	CTRL+SHIFT+V	When more than one window is open, switch to the next window.	CTRL+F6
Undo the last action.	CTRL+Z		
Redo the last action.	CTRL+Y	Switch to the previous window.	CTRL+SHIFT +F6
Open a New Document.	CTRL+N		
Select All.	CTRL+A	Maximize or restore a selected window.	CTRL+F10
Print.	CTRL+P		
Go to the top of the document.	CTRL+HOME		
Go to the end of the document.	CTRL+END		
Single line spacing.	CTRL+1	To access all the Ribbon tabs and icons also the Quick Access toolbar icons, press the ALT button on the left of the space bar. Then enter a letter or number to access a tab or icon. Press the Esc button to exit at any time.	
Double line spacing.	CTRL+2		
1.5 line spacing.	CTRL+5		
Find.	CTRL+F		
Find and Replace.	CTRL+H		
Go To.	CTRL+G		
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FUNCTION KEYS		VARIOUS	
Get Help or visit Office.com.	F1	Display the Open	CTRL+F12
Move text or graphics.	F2	Display the Save As dialog box.	F12
Repeat the last action.	F4		
Choose the Go To command (Home tab).	F5	Display a shortcut menu for a selected item such as a folder or file.	SHIFT+F10
Go to the next pane or frame.	F6		
Check Spelling.	F7	Move forward through options.	TAB
Extend a selection.	F8		
Update the selected fields.	F9	Move back through options.	SHIFT+TAB
Show KeyTips.	F10		
Go to the next field.	F11	Display the Open dialog box.	CTRL+F12 or CTRL+O
Choose the Save As command.	F12		

CTRL + FUNCTION		SHIFT + FUNCTION	
Expand or collapse the ribbon.	CTRL+F1	Start context-sensitive Help or reveal formatting.	SHIFT+F1
Print Preview.	CTRL+F2		
Cut to the Spike.	CTRL+F3	Copy text.	SHIFT+F2
Close the window.	CTRL+F4	Change the case of letters.	SHIFT+F3
Go to the next window.	CTRL+F6	Repeat a Find or Go To action.	SHIFT+F4
Insert an empty field.	CTRL+F9	Move to the last change.	SHIFT+F5
Maximize the document window.	CTRL+F10	Go to the previous pane or frame (after pressing F6).	SHIFT+F6
Lock a field.	CTRL+F11	Thesaurus.	SHIFT+F7
Open command.	CTRL+F12	Reduce the size of a selection.	SHIFT+F8
		Switch between a field code and its result.	SHIFT+F9
		Display a shortcut menu.	SHIFT+F10
		Go to the previous field.	SHIFT+F11
		Save.	SHIFT+F12

ALT + FUNCTION		CTRL + ALT + FUNCTION	
Go to the next field.	ALT+F1	Display System Info.	CTRL+ALT+F1
Create a new Building Block.	ALT+F3		
Exit Word.	ALT+F4		
Restore program window size.	ALT+F5		