Unassigned Commands List
For Customizing Microsoft Word 4.0

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The following pages show unassigned keys in Word's default settings. Use the list when you customize Microsoft Word 4.0 by assigning keys to commands.

Although Word can generate lists of commands (including key assignments) from the Commands dialog box, there is no way to generate this particular list automatically from within Word. You may find it helpful to pencil in key assignments as you modify your settings file to keep track of keys remaining for use.

The Normal style for this file has been changed to 10-point Helvetica for laser printing. You may wish to change the Normal style to New York or Geneva if you are printing on an ImageWriter. The table column headings are contained in a header that repeats on each page.

My book, *Microsoft Word 4.0 for the Macintosh*, published by MIS:Press of Portland, Oregon, provides additional information on customizing Word, detailed tutorials for both beginners and experienced users, and strategies for using the program efficiently. (See the the chapter list at the end of this file.) For more information contact:

> MIS:Press
> 524 N. Tillamook
> Portland, OR 97227-1826
> 1-800-MANUALS

You also can order the book directly from the author. I will pay postage on orders in the U.S. Send your check or money order for $21.95 to:

> Stephen Kahn
> 7320 S.W. Beaverton-Hillsdale Hwy.
> Portland, OR 97225
> (GENIE: Steve.Kahn; MacNet: KAHNS; CompuServe: 75130,14)

If you teach classes in Microsoft Word, you may qualify for a free review copy of the book. Contact MIS:Press, providing documentation of your training activities.

Command Keys

Command	1 *		
Command	2		
Command	3		
Command	4		
Command	5		
Command	6		
Command	7		
Command	8		
Command	9		
Command	0		

*Command-1 is used by the Word Finder program. The Word Finder menu allows you to reassign it to any key in the range Command-1–Command-9.

Command	'		
Command	;		
Command	[		
Command	]		
Command	\		

Command-Option Keys

Command-Option	E		
Command-Option	I		
Command-Option	N		
Command-Option	U		

Command-Option	3		
Command-Option	4		
Command-Option	5		
Command-Option	6		
Command-Option	7		
Command-Option	8		
Command-Option	9		
Command-Option	0		

Command-Option	Enter		
Command-Option	Tab		
Command-Option	Left*		
Command-Option	Right		
Command-Option	Up		
Command-Option	Down		
Command-Option	`		

*On some keyboards, this key may be "Assign to Key."

Command-Shift Keys

Command-Shift	A		
Command-Shift	G		

Command-Shift	5*		
Command-Shift	6		
Command-Shift	7		
Command-Shift	8		
Command-Shift	9		
Command-Shift	0		

*Keys 1–4 are assigned to system "FKEYs." If you use custom FKEYS, you may have conflicts with other number combinations.

Command-Shift	Delete		
Command-Shift	Enter		
Command-Shift	Return		
Command-Shift	Tab		
Command-Shift	'		
Command-Shift	;		
Command-Shift	`		

Command-Shift-Option Keys

Command-Shift-Option	A		
Command-Shift-Option	B		
Command-Shift-Option	C		
Command-Shift-Option	D		
Command-Shift-Option	E		
Command-Shift-Option	F		
Command-Shift-Option	G		
Command-Shift-Option	H		
Command-Shift-Option	I		
Command-Shift-Option	J		
Command-Shift-Option	K		
Command-Shift-Option	L		
Command-Shift-Option	M		
Command-Shift-Option	N		
Command-Shift-Option	O		
Command-Shift-Option	P		
Command-Shift-Option	Q		
Command-Shift-Option	R		
Command-Shift-Option	T		
Command-Shift-Option	U		
Command-Shift-Option	V		
Command-Shift-Option	W		
Command-Shift-Option	X		
Command-Shift-Option	Y		
Command-Shift-Option	Z		

Command-Shift-Option	1		
Command-Shift-Option	2		
Command-Shift-Option	3		
Command-Shift-Option	4		
Command-Shift-Option	5		
Command-Shift-Option	6		
Command-Shift-Option	7		
Command-Shift-Option	8		
Command-Shift-Option	9		
Command-Shift-Option	0		

Command-Shift-Option	Delete		
Command-Shift-Option	Enter		
Command-Shift-Option	Return		
Command-Shift-Option	Tab		
Command-Shift-Option	Space Bar		
Command-Shift-Option	Right		
Command-Shift-Option	Up		
Command-Shift-Option	Down		
Command-Shift-Option	'		
Command-Shift-Option	,		
Command-Shift-Option	-		
Command-Shift-Option	.		
Command-Shift-Option	/		
Command-Shift-Option	\		
Command-Shift-Option	[		
Command-Shift-Option	]		
Command-Shift-Option	`		
Command-Shift-Option	;		

Keypad

Keypad	5		

Command-Keypad	0		
Command-Keypad	Clear		
Command-Keypad	=		
Command-Keypad	/		
Command-Keypad	*		
Command-Keypad	+		
Command-Keypad	-		
Command-Keypad	.		

Command-Option-Keypad	0		
Command-Option-Keypad	1		
Command-Option-Keypad	2		
Command-Option-Keypad	3		
Command-Option-Keypad	4		
Command-Option-Keypad	5		
Command-Option-Keypad	6		
Command-Option-Keypad	7		
Command-Option-Keypad	8		
Command-Option-Keypad	9		

Command-Option-Keypad	Clear		
Command-Option-Keypad	=		
Command-Option-Keypad	/		
Command-Option-Keypad	*		
Command-Option-Keypad	-		
Command-Option-Keypad	Enter		
Command-Option-Keypad	.		

Command-Shift-Keypad	0		
Command-Shift-Keypad	Clear		
Command-Shift-Keypad	=		
Command-Shift-Keypad	/		
Command-Shift-Keypad	*		
Command-Shift-Keypad	+		
Command-Shift-Keypad	-		
Command-Shift-Keypad	Enter		
Command-Shift-Keypad	.		

Command-Option-Shift-Keypad	0		
Command-Option-Shift-Keypad	Clear		
Command-Option-Shift-Keypad	=		
Command-Option-Shift-Keypad	/		
Command-Option-Shift-Keypad	*		
Command-Option-Shift-Keypad	+		
Command-Option-Shift-Keypad	-		
Command-Option-Shift-Keypad	Enter		

Command-Option-Shift-Keypad	.		

Option-Keypad	0		
Option-Keypad	1		
Option-Keypad	2		
Option-Keypad	3		
Option-Keypad	4		
Option-Keypad	5		
Option-Keypad	6		
Option-Keypad	7		
Option-Keypad	8		
Option-Keypad	9		

Option-Keypad	Clear		
Option-Keypad	=		
Option-Keypad	/		
Option-Keypad	*		
Option-Keypad	+		
Option-Keypad	-		
Option-Keypad	.		

Function Keys
(Available on Extended Keyboards Only)

Command	F1		
Command	F2		
Command	F3		
Command	F4		
Command	F5		
Command	F6		
Command	F7		
Command	F8		
Command	F9		
Command	F10		
Command	F11		
Command	F13		

Option	F1		
Option	F5		
Option	F6		
Option	F7		
Option	F8		

Shift	F1		

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