

<b>Microsoft Word Commands</b>
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**Commands**  
**Command key +**
**Formatting**  
**Command + Shift +**
**Editing**  
**Command + Option +**

A.....Repeat last command

B.....Select Style

C.....Copy

D.....Set Character Formats

E.....Create Footnote

F.....Find

G.....Go To Page

H.....Change

I.....Insert Graphics

J.....Repagnate Document

K.....Glossary

L.....Spelling Checker

M.....Reformat Paragraph

N.....New Window

A.....(unused)

B.....Bold Character Format

C.....Center adjusted ¶

D.....Outline character format

E.....Font Change (+ name/number)

F.....Indent First Line of ¶

G.....Side by Side ¶ Format

H.....Small Caps Character Format

I.....Italic Character Format

J.....Justified ¶ Format

K.....All Caps Character Format

L.....Flush Left ¶ Format

M.....Un-nest paragraph

N.....Nest paragraph

A.....Repeat Last Find Command

B.....Move to Next Paragraph

C.....Copy Text

D.....Copy text to Clip as Picture

E.....(unused)

F.....Delete Next Character

G.....Delete Next Word

H+char.....Extend Selection to Match

I.....(unused)

J.....Move to Previous Work

K.....Move to Previous Character

L.....Move to Next Character

M.....Select Entire Document

O.....Open File	N.....(unused)
P.....Print Document...	O.....Move to Previous Line
Q.....Quit Microsoft Word	P.....Scroll Up One Window
R.....Show/Hide Ruler	Q.....Paste Special Character
S.....Save Current Active File	R.....Search For Matching Format
T.....Define Styles	S.....Split or Unsplit Window
U.....Enter/Leave Outlining Mode	T.....Outline CMD in Normal Mode
V.....Paste	U.....(unused)
W.....Close Window	V.....Copy Formatting
X.....Cut	W.....Activate Next Window
Y.....Show/Hide Invisible Marks	X.....Move Text Without Using Clip
Z.....Undo	Y.....Move to Next Paragraph
[.....Switch Left	Z.....Go to Previous Edit Spot
].....Switch Right	[.....Scroll Up
\.....Switch to Switcher	].....Zoom Window
?.....Help	\.....Formula Command Character
O.....Open Space before this ¶	?.....Strike Thru
P.....Remove Special ¶ Formats	
Q.....Next Character in Symbol Font	
R.....Flush Right ¶ Format	
S + name.....Apply Style	
T.....Hanging ¶ Indent	
U.....Underline Character Format	
V.....(unused)	
W.....Shadow Character Format	
X.....Hidden Character Format	
Y.....Double Space in ¶	
Z.....(unused)	
[.....Double Underline	
].....Word Underline	
\.....Dotted Underline	

Space.....Non--breaking Space	Space.....Plain Text	/.....Scroll Down
Period.....STOP Current Action	>.....Larger Font Size	Space.....(unused)
Comma.....QuickSwitch	<.....Smaller Size Font	Period.....Scroll Down 1 Window
=.....Calculate	+.....SuperScript	Comma.....Move to Next Line
-.....Optional Hyphen	-.....Subscript	+.....Add Menu Item
~.....Non-Breaking Hyphen	~.....(unused)	-.....Delete Menu Item
return.....(unused)	return.....(unused)	~.....(unused)
.....(unused)	.....(unused)	return.....¶ After Insert Point
'.....(unused)	'.....(unused)	.....Move to Next Word
		'.....Extend Next Keyboard Move

## **Microsoft Word Keyboard Commands**

Option-Space.....	Non-breaking Space
Shift-Return.....	End-of-line Within Paragraph
Command-Enter.....	Section Break
Shift-Enter.....	Page Break
Shift- <u>O</u> pen command.....	Shows All Files
Shift + <u>R</u> epagnate command.....	Limited Repagnate
Shift- <u>S</u> ort command.....	Sort Descending
Shift-Split.....	Footnote Window
Shift + Any Keyboard Move Command.....	Selects While Moving
Shift + <u>P</u> age Setup Command.....	Use Print Driver's Page Setup Dialog
Shift + <u>P</u> rint Command.....	Set Options in Driver's Print Dialog
Option with selection.....	Select Rectangular Block

### **KeyPad Commands**

Keypad Clear.....	Switch Between Numeric and Command Mode
Keypad 0.....	Go Back to Previous Edit Point
.....	Click Item in Dialog Box
Keypad 1.....	Move to End of Line
Command-Keypad 1.....	Move to Next Sentence
Keypad 2.....	Move Down
Command-Keypad 2.....	Move to Next Paragraph
Keypad 3.....	Scroll Window Down
Command-Keypad 3.....	Move to End of Document
Keypad 4.....	Move Left
Command-Keypad 4.....	Move to Previous Word
Keypad 5.....	(unused)
Command-Keypad 5.....	Move to Top Left of Screen
Keypad 6.....	Move Right
Command-Keypad 6.....	Move to Next Word
Keypad 7.....	Move to Beginning of Line
Command-Keypad 7.....	Move to Previous Sentence
Keypad 8.....	Move Up
Command-Keypad 8.....	Move to Previous Sentence
Keypad 9.....	Scroll Window Up
Command-Keypad 9.....	Move to Start of Document
Keypad equal.....	Select to Next Line
Keypad slash.....	Select to Previous Line
Keypad asterisk.....	Select Through Next Character
.....	Expand all Headers in Outline Mode
Keypad minus.....	Select Through Next Occurrence of Next Character Typed
.....	Collapse Text in Outline Mode
Keypad period.....	Select Menu Items From Keyboard
Keypad plus.....	Select Previous Character
.....	Expand Text in Outline Mode

## Formula Commands

Formulas can be generated by using the Formula Control Character, Command-Option-\, which will be shown as a backslash, followed by formula commands with arguments and possible options before the argument list. Use show ¶ when editing formulas. In the examples. The available commands and their options, which precede the argument list, are:

\A(list of arguments).....	Display Array
\AL or \AR or \AC.....	Element Alignment (left, right or center)
\COn.....	n Columns (default is 1)
\VSn and \HSn.....	Vertical and Horizontal Spacing in Points
\B(expression).....	Bracket Expression
\LCc or \RCc or \BCc.....	Bracket Character c (left, right or both sides)
\D().....	Displace Next Character
\FOn or \BAn.....	Forward or Backward n Points
\LI.....	Draw Line Between Characters
\F(numerator,denominator).....	Draw Fraction
\I(lower limit,upper limit,argument).....	Draw Integral
\SU.....	Draw Sum Instead
\PR.....	Draw Product Instead
\IN.....	Draw Limits to Right of Symbol (default above and below)
\FCc or \VCc.....	Use Character c for Symbol (fixed or variable size)
\L(list of arguments).....	Draw arguments separated by commas
\R(argument) or \R(exponent,argument).....	Draw Radical
\S(upper,lower).....	Draw Superscript and Subscript
\S(argument).....	Draw Superscript or Subscript
\UPn or \DON.....	Offset n (up or down)
\O(arguments).....	Overstrike arguments
\AL or \AR or \AC.....	Argument Alignment (left, right or center)
\X(argument).....	Draw Box
\TO and/or \BO and/or \LE and/or \RI.....	Draw Only Specified Sides

$\backslash \text{B} \backslash \text{C} \backslash (\backslash \text{A} \backslash \text{CO}3 \backslash \text{HS}8(1,4,7,2,5,8,3,6,9) * \text{.} \text{.} \text{B} \text{.} \text{.} \text{BX} \text{.} \text{.} | (\text{.} \text{.} \text{A} \text{.} \text{.} \text{XO}3 \text{.} \text{.} \text{H}\Sigma 8(1,2,3,4,5,6,7,8,9)$

$\delta \iota \sigma \pi \lambda \alpha \psi \sigma \alpha \sigma \text{.} \text{.} \text{B} \text{.} \text{.} \text{BX} \text{.} \text{.} | (\text{.} \text{.} \text{A} \text{.} \text{.} \text{XO}3 \text{.} \text{.} \text{H}\Sigma 8(1,4,7,2,5,8,3,6,9)) * \text{.} \text{.} \text{B} \text{.} \text{.} \text{BX} \text{.} \text{.} |$   
 $(\text{.} \text{.} \text{A} \text{.} \text{.} \text{XO}3 \text{.} \text{.} \text{H}\Sigma 8(1,2,3,4,5,6,7,8,9))$

$\text{.} \text{.} \text{I} \text{.} \text{.} \Sigma \Upsilon (\iota = 0, \iota = \nu \text{.} \text{.} \Sigma (2)), \text{.} \text{.} \text{P} (3, \iota + 1)) \delta \iota \sigma \pi \lambda \alpha \psi \sigma \alpha \sigma \text{.} \text{.} \text{I} \text{.} \text{.} \Sigma \Upsilon (\iota = 0, \iota = \nu \text{.} \text{.} \Sigma (2)), \text{.} \text{.} \text{P} (3, \iota + 1))$

$\Sigma \iota \nu \text{.} \text{.} \Sigma (-1)(\xi) = \text{.} \text{.} \text{I} \text{.} \text{.} \text{IN}(0, \xi, \text{.} \text{.} \Phi(1, \text{.} \text{.} \text{P}(1 - \xi, \text{.} \text{.} \Sigma (2)))$

$\delta \iota \sigma \pi \lambda \alpha \psi \sigma \alpha \sigma \Sigma \iota \nu \text{.} \text{.} \Sigma (-1)(\xi) = \text{.} \text{.} \text{I} \text{.} \text{.} \text{IN}(0, \xi, \text{.} \text{.} \Phi(1, \text{.} \text{.} \text{P}(1 - \xi, \text{.} \text{.} \Sigma (2))))$

**Φινδ/Χηανγε Σπεχιαλ Χοδεσ**

Τηε φολοωινγ σπεχιαλ χοδεσ μαψ βε υσεδ φορ τηε *Φινδ ανδ Χηανγε*  
Χομμανδσ:

⊥χΧλιπβοαρδ χοντεντσ (ρεπλαχεμεντ στρινγ ονλψ – Μυστ βε βψ  
ιτσελφ)

⊥δ.....Παγε Βρεακ (Αλσο Φινδσ Σεχτιον Βρεακ)

⊥ν.....Ενδ οφ Λινε

⊥π.....Ενδ οφ Παραγραπη

⊥σ.....Νον-Βρεακινγ Σπαχε

⊥τ.....Ταβ

⊥ω.....Ωηιτε Σπαχε (Σεαρχη Στρινγ Ονλψ)

⊥–.....Νον-Βρεακινγ Ηψηθεν

⊥⊥.....Χαρετ

?.....Ανψ σινγλε χηαραχτερ (σεαρχη στρινγ ονλψ)

⊥?.....Θυεστιον μαρκ (σεαρχη στρινγ ονλψ)

**Σπεχιαλ Ηιδδεν Τεξτ εντριοσ****Ινδεξ εντριοσ**

⊥ Ινδεξ εντρψ ; (ορ ενδ οφ λινε ορ παραγραπη)Βασιχ φορματ (ι.ι. μυστ βε ηιδδεν)

⊥β. ⊃.....Παγε Νυμβερ Βολδ

⊥ι. ⊃.....Παγε Νυμβερ ιν ιταλιχσ

⊥κ. ⊃.....Σταρτ οφ παγε ρανγε

⊥λ. ⊃.....Ενδ οφ παγε ρανγε

Χολονσ ωιτηιν εντρψ.....Μυλτι-λεπελ ινδεξ εντρψ

#( τεξτ ) αφτερ εντρψ.....Υσε τεξτ ινστεαδ οφ παγε νυμβερ

**Ταβλε οφ Χοντεντσ εντριοσ**

⊥ εντρψ τεξτ ; (ορ ενδ οφ λινε ορ παραγραπη).....(⊥.ι. μυστ βε ηιδδεν)

⊥1. τηρουγη ⊥9. ⊃.....Σπεχιφιεισ λεπελ 1 τηρουγη 9