

	Func Key	Shift	Ctrl	Alt	Ctrl + Shift	Alt+ Shift
F1	Help/Office Assist	Word Wizard		Next Field		Prev Field
F2	Move Text	Copy Text	Print Preview			Save
F3	Auto Text	Change Case	Spike	Create Auto Text	Spike	
F4	Repeat last action	Repeat Find	Close window	Exit		
F5	Go To	Go Back	Restore win	App Restore	Bookmark	
F6	Move to next pane	Move to prev pane	Move to next	Move to Previous	Move to Previous	
F7	Spell Check	Thesaurus	Move doc	Next Misspell	Update Srce	Trans Pane
F8	Extend a Selection	Shrink selection	Resize window	Macro dialog box	Column selection	
F9	Update Fields	Toggle Fid Display	Field Characters	Field Codes	Unlink Fields	Do Field Check
F10	Make menu bar active		Maximize or restore doc	Maximize or restore appl		
F11	Next field	Previous field	Lock fields	Display VB Editor	Unlock fields	Script Editor
F12	Save As	Save	Open		Print	

Word Shortcut Keys			
Command	Key	Command	Key
All Caps	Ctrl+Shift+ A	Go Back	Alt+Ctrl+Z
App Maximize	Alt+F10	Go To	Ctrl+G
App Restore	Alt+F5	Go To	F5
Apply	Alt+Ctrl+1	Handling Indent	Ctrl+T
Apply	Alt+Ctrl+2	Hyperlink	Ctrl+K
Apply	Alt+Ctrl+3	Indent	Ctrl+M
Apply Bullet	Ctrl+Shift+L	Italic	Ctrl+I
Begin of Doc	Ctrl+Home	Justify Para	Ctrl+J
Bold	Ctrl+B	Left Para	Ctrl+L
Browse Next	Ctrl+Pg Down	Move Text	F2
Browse Prev	Ctrl+Pg Up	New	Ctrl+N
Cancel	Esc	Open	Ctrl+O
Change Para	Ctrl+E	Other Pane	F6
Change Case	Shift+F3	Page Break	Ctrl+Enter
Char Left	Shift+Left	Pg Down extend	Shift+Pg Down
Char Right	Shift+Right	Paste	Ctrl+V
Clear	Del	Print	Ctrl+P
Close or Exit	Alt+F4	Print Preview	Ctrl+F2
Column Break	Ctrl+Shift+Enter	Proofing	F7
Copy	Ctrl+C	Redo or Repeat	Ctrl+Y
Copy Format	Ctrl+Shift+C	Redo or Repeat	F4
Cut	Ctrl+X	Repeat Find	Shift+F4
Date Field	Alt+Shift+D	Repeat	Ctrl+H
Del Back Word	Ctrl+Backspace	Right Para	Ctrl+R
Delete Word	Ctrl+Del	Save As	Ctrl+S
Doc Close	Ctrl+F4	Save As	F12
End of Doc	Ctrl+End	Select All	Ctrl+A
Field Codes	Alt+F9	Thesaurus	Shift+F7
Find	Ctrl+F	Underline	Ctrl+U
Font	Ctrl+D	Undo	Ctrl+Z