

SoftwareTeacher, Inc.

Authorized Microsoft Office Training, Testing & Certification Center



www.softwareteacher.com

softwareteacher@msn.com

Command Name	Modifiers	Key	Notes
Outline Collapse	+ +	-	
Grow Font	+ +	.	
Shrink Font One Point	+	[
Toggle Master Subdocs	+	\	
Grow Font One Point	+]	
Outline Expand	+ +	=	
Subscript	+	=	
Superscript	+ +	=	
Open or Close Up Para	+		
Apply Heading1	+ +		
Show Heading1	+ +		
Single Space Para	+		
Space Para1	+		
Apply Heading2	+ +		
Show Heading2	+ +		
Double Space Para	+		
Space Para2	+		
Apply Heading3	+ +		
Show Heading3	+ +		
Lock Fields	+		
Show Heading4	+ +		
Unlock Fields	+		
Show Heading5	+ +		
1.5 Space Para	+		
Space Para15	+		
Show Heading6	+ +		
Unlink Fields	+		
Show Heading7	+ +		
Show Heading8	+ +		

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Command Name	Modifiers	Key	Notes
Show All	+ +		
Show Heading9	+ +		
Show All Headings	+ +		
Show All Headings	+ +		
Select All	+		
All Caps	+ +		
Bold	+		
Bold	+ +		
Undo	+		
Redo	+ +	Backspace	
Delete Back Word	+	Backspace	
Close Pane	+ +		
Copy	+		
Copy Format	+ +		
Normal Style	+ +		
Select All	+		
Endnote Now	+ +		
Date Field	+ +		
Font	+		
Double Underline	+ +		
Delete Word	+		
Cut	+		
Line Down			
Next Object	+		
Outline Move Down	+ +		
Para Down	+		
Para Down Extend	+ +		
Line Down Extend	+		
Mail Merge Edit Data Source	+ +		
Center Para	+		
Revision Marks Toggle	+ +		
End of Line			
End of Row	+		
End of Row	+ +		

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Command Name	Modifiers	Key	Notes
End of Document	+		
End of Doc Extend	+ +		
End of Line Extend	+		
Cancel			
Footnote Now	+ +		
Merge Field	+ +		
Find	+		
Font	+ +		
Help			
Next Field	+		
Microsoft System Info	+ +		
Prev Field	+ +		
Tool	+		
Menu Mode			
App Maximize	+		
Doc Maximize	+		
Next Field			
VBCode	+		
Microsoft Script Editor	+ +		
Lock Fields	+		
Unlock Fields	+ +		
Prev Field	+		
Save As			
Open	+		
Print	+ +		
Save	+		
Move Text			
Open	+ +		
Save	+ +		
Print Preview	+		
Copy Text	+		
Auto Text			
Create Auto Text	+		
Spike	+		
Spike	+ +		

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Command Name	Modifiers	Key	Notes
Change Case	+		
Redo or Repeat			
Close or Exit	+		
Doc Close	+		
Repeat Find	+		
Go To			
App Restore	+		
Doc Restore	+		
Bookmark	+ +		
Go Back	+		
Other Pane			
Next Window	+		
Prev Window	+ +		
Next Window	+		
Prev Window	+ +		
Other Pane	+		
Proofing			
Next Misspelling	+		
Translate Pane	+ +		
Doc Move	+		
Update Source	+ +		
Thesaurus	+		
Extend Selection			
Macro	+		
Doc Size	+		
Column Select	+ +		
Shrink Selection	+		
Update Fields			
Field Codes	+		
Do Field Click	+ +		
Field Chars	+		
Unlink Fields	+ +		
Toggle Field Display	+		
Go To	+		
Word Count List	+ +		
Replace	+		
Hidden	+ +		

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Command Name	Modifiers	Key	Notes
Start of Line			
Start of Row	+		
Browse Sel	+ +		
Start of Row	+ +		
Start of Document	+		
Start of Doc Extend	+ +		
Start of Line Extend	+		
Print Preview	+ +		
Mark Citation	+ +		
Italic	+		
Italic	+ +		
Overtyp		Insert	
Copy	+	Insert	
Paste	+	Insert	
Justify Para	+		
Distribute Para	+ +		
Auto Format	+ +		
Mail Merge Check	+ +		
Hyperlink	+		
Small Caps	+ +		
List Num Field	+ +		
Outline Show First Line	+ +		
Left Para	+		
Apply List Bullet	+ +		
Char Left			
Web Go Back	+		
Outline Promote	+ +		
Word Left	+		
Word Left Extend	+ +		
Char Left Extend	+		
Annotation	+ +		
Mail Merge to Printer	+ +		
Indent	+		
Un Indent	+ +		

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Command Name	Modifiers	Key	Notes
Normal	+ +		
Mail Merge to Doc	+ +		
New	+		
Normal Style	+ +		
Select All	+		
Mark Table of Contents Entry	+ +		
Open	+		
Page	+ +		
Page Field	+ +		
Print	+		
Font Size Select	+ +		
Page Down			
End of Column	+		
End of Window	+ +		
End of Window Extend	+ + +		
End of Column	+ +		
Browse Next	+		
Page Down Extend	+		
Page Up			
Start of Column	+		
Start of Window	+ +		
Start of Window Extend	+ + +		
Start of Column	+ +		
Browse Prev	+		
Page Up Extend	+		
Reset Para	+		
Symbol Font	+ +		
Header Footer Link	+ +		
Right Para	+		
Word Count Recount	+ +		
Redo or Repeat	+		
Style Separator	+ +		
Page Break	+		
Column Break	+ +		

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Command Name	Modifiers	Key	Notes
Char Right			
Web Go Forward	+		
Outline Demote	+ +		
Word Right	+		
Word Right Extend	+ +		
Char Right Extend	+		
Doc Split	+ +		
Save	+		
Style	+ +		
Reset Char	+	Space	
Time Field	+ +		
Hanging Indent	+		
Un Hang	+ +		
Update Auto Format	+ +		
Update Fields	+ +		
Underline	+		
Underline	+ +		
Line Up			
Prev Object	+		
Outline Move Up	+ +		
Para Up	+		
Para Up Extend	+ +		
Line Up Extend	+		
Auto Text	+ +		
Paste	+		
Paste Format	+ +		
Doc Close	+		
Word Underline	+ +		
Toggle Character Code	+		
Mark Index Entry	+ +		
Cut	+		
Repeat Find	+ +		
Redo or Repeat	+		
Go Back	+ +		
Undo	+		

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Command Name	Modifiers	Key	Notes
Reset Char	+ +		























Notes:

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				Support 954-593-3333					Support 954-593-3333				
Help	Move	Complete AutoText	Edit Redo Repeat		Go To	Next Pane	Tools Proofing	Extend Selection		Update Fields	Menu On/Off	Next Field	Save As
What Is?	Copy To...	Change Case	Repeat Find		Go Back	Other Pane	Tools Thesaurus	Shrink Selection		Toggle Field Dis.		Previous Field	File Save
	Print Preview	Spike	Close Document		Restore Doc	Next Window	Document Move	Document Size		Insert Field Char.	Document Maximize	Lock Fields	File Open
		Insert Spike			Edit Bookmark	Previous Window	Update Source	Select Column		Unlink Fields		Unlock Fields	File Print
Next Field		Create AutoText	Exit Word 97		Restore Word 97		Next Misspell	Macros		View Field Codes	Maximize Word 97	View VB Code	
Previous Field	File Save												

Notes: