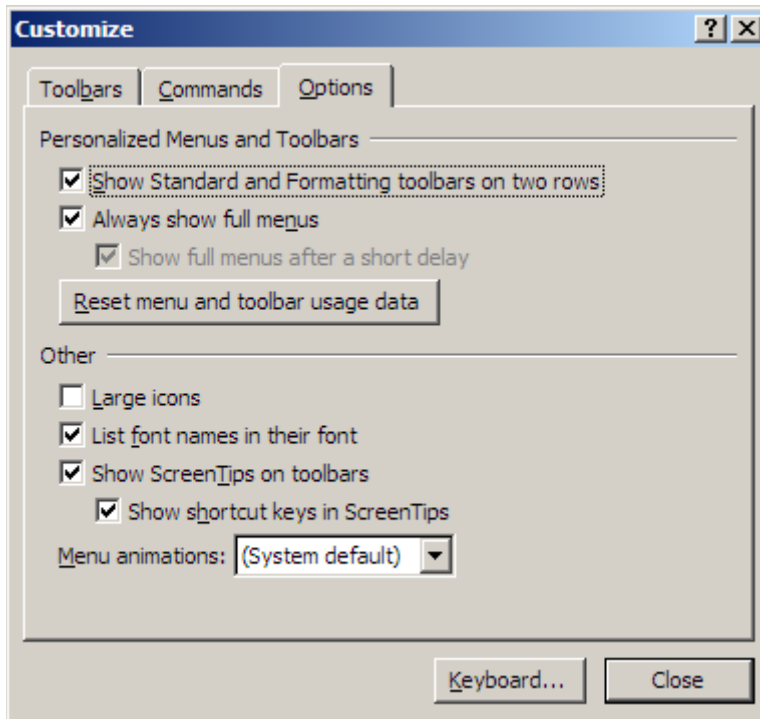# MS WORD Shortcut Keys and Menus

Shortcut keys are just that, a way to execute a command without the need to go to the many various menus to find the command you need. The more common ones can be very helpful the more you work on your PC.

When you click on a selection on the menu bar (normally at top of your screen) you should see the various commands pertinent to that menu choice. Next to those commands you should see any Shortcut keys available for that command. If you do not:

Go to Tools, Customize, Options and you will see the following screen. To make the Shortcut keys visible make sure that the checkboxes for "***Show ScreenTips on toolbars***" and "***Show shortcut keys in ScreenTips***" are checked. See example below.

To get a full list of the shortcut keys and menu locations for MS WORD commands.

- On the **Tools** menu, point to **Macro**, and then click **Macros**.
- In the **Macros in** box, click **Word commands**.
- In the **Macro name** box, click **ListCommands**.
- Click **Run**.
- In the **List Commands** dialog box, click **Current menu and keyboard settings**.
- Click **OK**.
- On the **File** menu, click **Print**.

The list will show:

Command Name - the command you want to execute

Modifiers and Key – the key combination you press to execute the command. Please note that when you see a Modifier/Key combination like Ctrl+C (for Copy) it means you hold down the Ctrl and the C keys at the same time. **You do not actually press the "+" key.**

Menu – The menu where you will find the actual command. Not all are shown.

Example

Two very commonly used commands are Copy and Paste.

To Copy text using a shortcut key:
1. Select the text to be copied
2. Press and hold the "Ctrl" and the "C" keys (Ctrl+C) to copy the text.

To Paste the text you just selected using a shortcut key:
3. Place the cursor where you want the text to be inserted
4. Press and hold the "Ctrl" and the "V" (Ctrl+V) keys to paste the text.

When you use other software you may find their shortcuts to be very similar.