



Useful Word shortcuts for working on IEC documents*

General	Key(s)
Open file	Ctrl + O
Close file	Ctrl + W
Open <i>Print</i> dialog	Ctrl + P
Cut text	Ctrl + X
Copy text	Ctrl + C
Paste text	Ctrl + V
Copy formatting	Ctrl + Shift + C
Paste formatting	Ctrl + Shift + V
Change case of words (sequence : capital first letter; all capitals; all lower case)	Shift + F3
Go to end of line	End
Go to beginning of line	Home
Go to end of document	Ctrl + End
Go to beginning of document	Ctrl + Home
Go to next field	F11
Go to previous field	Shift + F11
Go to next cell (in table)	Tab
Go to previous cell (in table)	Shift + Tab
Insert tab in table cell	Ctrl + Tab
Split document	Ctrl + Alt + S
after opening document: Go to place of last change	Shift + F5
Save file	Ctrl + S
Select all	Ctrl + A
Undo	Ctrl + Z
Redo	Ctrl + Y
Repeat previous action	F4
Find	Ctrl + F
Open <i>Replace</i> dialog box	Ctrl + H
Open <i>Go to</i> dialog box	Ctrl + G
Open <i>Font</i> dialog box	Ctrl + Shift + F

General	Key(s)
— em dash	Ctrl + Alt + Num- or: Alt + 0151
- en dash	Ctrl + Num- or: Alt + 0150
em space (<i>long space after a note</i>)	Ctrl + M
° non-breaking space	Ctrl + Shift + Space
- non-breaking hyphen	Alt + 0173
↵ manual line break (soft return) <i>if the text spreads out too much: add a tab at the end of the line</i>	Shift + Return
manual page break	Ctrl + Return
© Copyright symbol	Ctrl + Alt + C
® Registered trademark symbol	Ctrl + Alt + R
™ Trademark symbol	Ctrl + Alt + T
Update fields	F9
Toggle field codes	Shift + F9
Open <i>Styles</i> pane Open <i>Apply Styles</i> window	Ctrl + Alt + Shift + S Ctrl + Shift + S
Remove character style Remove direct formatting (<i>bold, italics, ...</i>)	Ctrl + Space

Styles from the IEC template	Key(s)
Paragraph	Alt + A
Heading 1 / 2 / ...	Alt + F1 / F2 / ...
List number / List number 2 / ...	Alt + 1 / 2 / ...
List number alt / List number alt 2	Ctrl + 1 / 2
List Bullet / 2 / 3	Ctrl + F1 / F2 / F3
Heading(nonumber)	Alt + H
Annex-title	Ctrl + Alt + 0
Annex Heading 1 / 2 / ...	Ctrl + Alt + 1 / 2 / ...
Emphasis	Alt + I
Strong	Alt + B
Intense Emphasis	Alt + M
Small caps	Alt + C
Figure title	Alt + G
Table title	Alt + L
Table-centered	Alt + Z
Table-cell	Alt + K
Note	Alt + N
Example	Alt + E
Term	Alt + T
Term definition	Alt + D
Term number	Alt + R
Term source	Alt + S
SUBscript	Alt + U
SUPERscript	Alt + O
Variable	Alt + V