

Client: All **Country:** All
Project: Information **Branch / Office:** All
Subject / Title: **Microsoft Word 2003 Shortcuts**

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Distribution:

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Microsoft Word 2003 Shortcuts

Some of these shortcuts might work on other versions of Word as well.

Further shortcuts can be found by typing 'Keyboard shortcuts for Word' into Word help.

For this format	Type these characters	Available in Excel?
Bold	Control B	Yes
Italic	Control I	Yes
Underline	Control U	Yes
Double Underline	Control Shift D	No
Change case of letters	Shift F3	No, something else
All Capitals	Control Shift A	No
Small Capitals	Control Shift K	No
Subscript	Control =	No
Superscript	Control Shift =	No, something else
Remove formats	Control Spacebar	No, something else
Point size selection	Control Shift P	Yes
Next larger font size	Control >	No
Next smaller font size	Control <	No
Up one point	Control]	No, something else
Down one point	Control [No, something else
Font selection	Control Shift F	Yes
€	Control Alt E	No

Document Change History

Date of Change	Changed By	Ver	Details/Summary of Change	Reviewed by	Date
2005-12-15	NJMH	1.01	First Draft		
2006-05-23	NJMH	1.02	Add		
2006-08-23	NJMH	1.03	Formatting changes		