

# WordPerfect for Windows shortcut keys for the Windows and DOS keyboards

Courtesy of the **Toolbox for WordPerfect** at [Http://wptoolbox.com](http://wptoolbox.com)  
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[From the WordPerfect X7 Help (Index):]

*... You can use default shortcut keys for File, Edit, View, Insert, Format, Table, Tools, and Help menu commands. You can also use default shortcut keys for the property bar, navigation, and other commands. For information about customizing shortcut keys, see Choosing and creating shortcut keys [in WordPerfect's Help].*

*You can use CUA [defined in endnote 1] or DOS keystrokes to move around in WordPerfect or to select text. If you are using the WPWin 7, WPWin 8, WPWin 9, or WPWin 10 [or later version] keyboards, you use CUA keystrokes. If you are using the WPDOS 6.1 keyboard, you use DOS keystrokes....*

**The following pages** are based in part on the WordPerfect X7 Help file and describe keystrokes — or “shortcut keys” — in the Windows and DOS keyboards you can use in WordPerfect for Windows to navigate a document, format items, select text, etc. [In this context, “keyboards” means the factory default keyboard definitions — i.e., keystroke assignments — stored in your WordPerfect for Windows default template. (See next paragraph.)]


**Look under the Tools> Settings> Customize> Keyboards tab to find your currently selected keyboard.** If you are using the <WPWin 7 (or later version) Keyboard> definition you will use the “WPWin” keystrokes in the tables. If you are using the <WPDOS 6.1 Keyboard> definition you will use the “DOS” keystrokes.




**Not all WordPerfect keystroke assignments are listed here.** You can use Tools> Settings> Customize> Keyboards> (keyboard name)> Edit to view all the *current keystroke assignments* for your keyboard, which might help you discover other useful features and shortcuts. Such new features and functions can be assigned to available keystrokes or by replacing existing keystrokes: see “Customizing your keyboard...” at <http://wptoolbox.com/tips/Assign.html>.

[In WordPerfect 10+ you can print out the current key assignments (see endnote 2 below.)]

## Quick links to shortcut keys -

- [File menu](#)
- [Edit menu](#)
- [View menu](#)
- [Insert menu](#)
- [Format menu](#)
- [Table menu](#)
- [Tools menu](#)
- [Help menu](#)
- [Text property bar](#)
- [Navigation shortcuts](#)
- [Select text shortcuts](#)
- [Other shortcut keys](#)

 = Available for new shortcut key assignment  
(see <http://wptoolbox.com/tips/Assign.html>)

<b>FILE</b> menu default shortcut keys <span style="float: right;"><a href="#">Quick links</a></span>		
<b>To</b>	<b>Press</b> (WPWin keyboard)	<b>Press</b> (DOS keyboard)
Create a new document (New)	Ctrl + N	
Create a new document from a template (New from Project)	Ctrl + Shift + N	Ctrl + Shift + N
Open an existing document in a new window (Open)	Ctrl + O or F4	F5 or Shift + F10
Close the current document window (Close)	Ctrl + F4	F7
Save the current document (Save)	Ctrl + S or Shift + F3	Ctrl + F12
Save all open documents	Ctrl + Shift + S	
Save the current document with a different name or file format (Save as)	F3	F10
Specify how you want to print the document (Print)	Ctrl + P or F5	Shift + F7
Publish to PDF	Alt + P	Alt + P
Quit WordPerfect (Exit)	Alt + F4	

<b>EDIT</b> menu default shortcut keys <span style="float: right;"><a href="#">Quick links</a></span>		
<b>To</b>	<b>Press</b> (WPWin keyboard)	<b>Press</b> (DOS keyboard)
Reverse the last change (Undo)	Ctrl + Z	Ctrl + Z
Reverse the last undo (Redo)	Ctrl + Shift + Z	Ctrl + Shift + R
Recover deleted text (Undelete - up to the last 3 items)	Alt + Shift + Backspace	Ctrl + Shift + Z

Move the selection to the Clipboard (Cut)	Ctrl + X or Shift Delete	Ctrl + X or Shift Delete
Copy the selection to the Clipboard (Copy)	Ctrl + C or Ctrl + Insert	Ctrl + C or Ctrl + Insert
Insert the Clipboard contents at the cursor (Paste)	Ctrl + V or Shift + Insert	Ctrl + V or Shift + Insert
Delete the current word or word to left of cursor	Ctrl + Backspace	Ctrl + Backspace or Ctrl + Delete
Insert the contents of the Clipboard into a document as a selected format (Paste simple)	Ctrl + Shift + V	Ctrl + Shift + V
Insert the contents of the Clipboard into a document as unformatted text (Paste unformatted)	Ctrl + Alt + V	
Repeat next action		Ctrl + R
Convert case of selected text (Case toggle)	Ctrl + K	
Select all of the contents in an active document (Select> All)	Ctrl + A	Ctrl + Shift + A
Change graphic box appearance, position, contents (Edit> Graphic Box)	Shift + F11	
Search for words or codes and replace them with new words or codes (Edit> Find and Replace)	F2 or Ctrl + F2 or Ctrl + F	F2 or Shift + F2
Jump to a specified place in the active document (Go to)	Ctrl + G	Ctrl + G

<b>VIEW</b> menu default shortcut keys <a href="#">Quick links</a>		
<b>To</b>	<b>Press</b> (WPWin keyboard)	<b>Press</b> (DOS keyboard)

Hide headers, footers, watermarks, and so on (Draft mode)	Ctrl + F5	
Display headers, footers, watermarks, and so on (Page mode)	Alt + F5	
Document map (WP11+)	Ctrl + Shift + M	
Refresh document map	Ctrl + Shift + F9	
Display or hide the ruler (Ruler)	Alt + Shift + F3	Alt + Shift + F3
Display or hide all bars (Hide bars)	Alt + Shift + F5	
Display or hide symbols for space, hard return, tab, and so on (Show)	Ctrl + Shift + F3	Ctrl + Shift + F3
Display or hide all codes used in the document (Reveal Codes)	Alt + F3	Alt + F3
Zoom to Full page	Shift + F5	

<b>INSERT</b> menu (and some other) default shortcut keys		<a href="#">Quick links</a>
<b>To</b>	<b>Press</b> (WPWin keyboard)	<b>Press</b> (DOS keyboard)
Insert a symbol (Symbol)	Ctrl + W	Ctrl + W
Date as text	Ctrl + D	
Set an automatic date	Ctrl + Shift + D	
Insert bullet	Ctrl + Shift + B	Ctrl + Shift + B
Define an outline	Ctrl + Shift + O	Ctrl + F5
Turn on/off outline	Ctrl + H	Ctrl + T
Promote an outline level (cursor before any text)	Shift + Tab	Shift + Tab
Demote an outline level (cursor before any text)	Tab	Tab
Insert paragraph number	Ctrl + Shift + F5	
Insert image from file	F11	

Create a graphic line in a document from the left margin to the right margin (Line> Horizontal line)	Ctrl + F11	
Create a graphic line in a document from the top margin to the bottom margin (Line> Vertical line)	Ctrl + Shift + F11	
Create and edit sound clips		Ctrl + S
Force a new page (Page break)	Ctrl + Enter	Ctrl + Enter

<b>FORMAT</b> menu (and some other) default shortcut keys <a href="#">Quick links</a>		
<b>To</b>	<b>Press</b> (WPWin keyboard)	<b>Press</b> (DOS keyboard)
Change the font (Font)	F9	Ctrl + F8
Set and clear tabs, and specify dot leaders		Ctrl + F11
Center the selected text, the current line only, or all text from the cursor forward (Line> Center)	Shift + F7	Shift + F6
Right justify a line of text (Line> Flush right)	Alt + F7	Alt + Ctrl + F6
Set single line spacing	Ctrl + 1 (WPWin10+ keyboards)	
Set double line spacing	Ctrl + 2 (WPWin10+ keyboards)	
Set 1.5 line spacing	Ctrl + 5 (WPWin10+ keyboards)	
Back tab (margin release)	Shift + Tab	Shift + Tab
To end a line or paragraph (with a "hard return")	Enter	Enter

Line break (to move down a line without using the Enter key)	Ctrl + Shift + L	Ctrl + Shift + L
Indent the current paragraph one tab stop (Paragraph> Indent)	F7	F4
Indent all but the first line of the active paragraph one tab stop (Paragraph> Hanging indent)	Ctrl + F7	
Indent the current paragraph equally from both margins (Paragraph> Double indent)	Ctrl + Shift + F7	Shift + F4
Change the first letter in a paragraph to a drop capital	Ctrl + Shift + C	
Start a new column (when inside a column)	Ctrl + Enter	Ctrl + Enter
Move to the top of the column	Alt + Home	Alt + Home
Move to the bottom of the column on the current page	Alt + End	Alt + End
Move one column to the left	Alt + Left arrow	Alt + Left arrow
Move one column to the right	Alt + Right arrow	Alt + Right arrow
Start a new page but continue columns	Ctrl + Shift + Enter	Ctrl + Shift + Enter
Start a new page (when not in a column); a.k.a. "hard page break"	Ctrl + Enter	Ctrl + Enter
Align text on the left margin (Justification> Left)	Ctrl + L	Ctrl + L

Align text on the right margin (Justification> Right)	Ctrl + R	
Center text between the margins (Justification> Center)	Ctrl + E	
Align text on the left and right margins (Justification> Full)	Ctrl + J	
Change the left, right, top, and bottom margins (Margins)	Ctrl + F8	
Create an envelope		Alt + F12
Create, edit, and select styles (Styles)	Alt + F8	Alt + F8
Insert Heading 1 style *	Alt + Ctrl + Shift + 1	
Insert Heading 2 style *	Alt + Ctrl + Shift + 2	
Insert Heading 3 style *	Alt + Ctrl + Shift + 3	
Insert Heading 4 style *	Alt + Ctrl + Shift + 4	
Insert Heading 5 style *	Alt + Ctrl + Shift + 5	
[* If you are using a French-Canadian keyboard and want to insert Heading styles, you must also press Shift with the other keys.]		

<b>TABLE</b> menu (and some other) default shortcut keys [Note: Some Table menu shortcut keys will not be available unless a table is first created.] <a href="#">Quick links</a>		
<b>To</b>	<b>Press</b> (WPWin keyboard)	<b>Press</b> (DOS keyboard)
Create a table or floating cell (Create)	F12	Alt + F7
Format a table (Format)	Ctrl + F12	
Add borders or fill to a table (Borders/fill)	Shift + F12	
Fill a table with incrementing numbers or dates (QuickFill)	Ctrl + Shift + F12	
Add values in a table (QuickSum)	Ctrl + =	Ctrl + =
Move up one table cell	Alt + Up arrow	Alt + Up arrow

Move down one table cell	Alt + Down arrow	Alt + Down arrow
Move right one table cell	Alt + Right arrow or Tab	Alt + Right arrow or Tab
Move left one table cell	(Alt + Left arrow) or (Shift + Tab)	(Alt + Left arrow) or (Shift + Tab)
Decrease column width	Ctrl + ,	Ctrl + ,
Increase column width	Ctrl + .	Ctrl + .
Insert one tab space (or indent) in a cell	Ctrl + Tab (or Indent with F4)	Ctrl + Tab (or Indent with F7)
Select cell contents	Shift + F8	Alt + Shift + F4
Delete table row	Alt + Delete	Alt + Delete
Add a new row to bottom of table (assumes "Insert new rows automatically" is enabled in Table> Format> Table tab)	Tab	Tab

<b>TOOLS</b> menu default shortcut keys		<a href="#">Quick links</a>
<b>To</b>	<b>Press</b> (WPWin keyboard)	<b>Press</b> (DOS keyboard)
Check and correct spelling (Spell checker)	Ctrl + F1	Ctrl + F2
Check and correct grammar and spelling (Grammatik)	Alt + Shift + F1	Alt + Shift + F1
Get synonyms, antonyms, definitions, and usage examples for a word (Thesaurus)	Alt + F1	Alt + F1
Look up words in the dictionary (Dictionary)	Alt + Ctrl + F1	
Play back a recorded series of commands (Macro> Play)	Alt + F10	Alt + F10
Record a series of commands (Macro> Record)	Ctrl + F10	Ctrl + F10
Create and combine data files and form files (Merge)	Shift + F9	Shift + F9



Order text alphabetically or numerically (Sort)	Alt + F9	Ctrl + F9
Create, move, delete, rename, and go to Bookmarks		Shift + F12
Generate a list, Index, cross-reference, table of contents, or table of authorities (Tools> Reference> Generate)	Ctrl + F9	Alt + Shift + F5
Change WordPerfect settings (Settings)	Alt + F12	Shift + F1

<b>HELP</b> menu default shortcut keys <a href="#">Quick links</a>		
<b>To</b>	<b>Press</b> (WPWin keyboard)	<b>Press</b> (DOS keyboard)
Display a list of Help topics (Help topics)	F1	F1
Opens the Keystroke Menu	Ctrl + \	
Enable the "What's this" Help (left mouse) button	Shift + F1	

<b>TEXT</b> property default bar shortcut keys <a href="#">Quick links</a>		
<b>To</b>	<b>Press</b> (WPWin keyboard)	<b>Press</b> (DOS keyboard)
Turn on/turn off bold	Ctrl + B	Ctrl + B
Turn on/turn off italic	Ctrl + I	Ctrl + I
Turn on/turn off underline	Ctrl + U	Ctrl + U
Find the previous occurrence of the current word or selection	Alt + Ctrl + P	
Find the next occurrence of the current word or selection	Alt + Ctrl + N	

<b>NAVIGATION</b> default shortcut keys		<a href="#">Quick links</a>
<b>To move cursor to</b>	<b>Press</b> (WPWin keyboard)	<b>Press</b> (DOS keyboard)
Previous character *	Left arrow	Left arrow
Next character *	Right arrow	Right arrow
Previous word	Ctrl + Left arrow	Ctrl + Left arrow
Next word	Ctrl + Right arrow	Ctrl + Right arrow
End of a line	End	End
Beginning of line	Home	Home, Home, Left arrow
Beginning of line (before codes)	Home, Home	Home, Home, Home, Left arrow
Line below	Down arrow	Down arrow
Line above	Up arrow	Up arrow
Previous paragraph	Ctrl + Up arrow	Ctrl + Up arrow
Next paragraph	Ctrl + Down arrow	Shift + Down arrow
Previous column	Alt + Left arrow	Alt + Left arrow
Next column	Alt + Right arrow	Alt + Right arrow
Top of column (on page)	Alt + Home	
Bottom of column (on page)	Alt + End	
Table cell above	Alt + Up arrow	Alt + Up arrow
Table cell below	Alt + Down arrow	Alt + Down arrow
Table cell left	Alt + Left arrow or Shift + Tab	Alt + Left arrow or Shift + Tab
Table cell right	Alt + Right arrow or Tab	Alt + Right arrow or Tab
Top of screen	Page up	Alt + Page up or Home, Up arrow
Bottom of screen	Page down	Alt + Page down or Home, Down arrow
Previous page	Alt + Page up	Page up
Next page	Alt + Page down	Page down
Specified page	Ctrl + G	Ctrl + Home

Top of document	Ctrl + Home	Home, Home, Up arrow
Top of document before all codes		Home, Home, Home, Up arrow
End of document	Ctrl + End	Home, Home, Down arrow
Previous open document	Ctrl + Shift + F6	Shift + F3
Next open document	Ctrl + F6	F3
Previous window	Alt + Shift + F6	Alt + Shift + F6
Next window	Alt + F6	Ctrl + Shift + F6
Previous pane	Shift + F6	Ctrl + Shift + F1
Next pane	F6	Ctrl + F1
(Scroll to) the left	Ctrl + Page up	
(Scroll to) the right	Ctrl + Page down	
Move backward between controls in a dialog box; move to the previous table cell	Shift + Tab	Shift + Tab
Move between controls in a dialog box; move between jumps in a Help window (press Enter to activate jumps); move to the next table cell	Tab	Tab
Perform the default action in a dialog box	Enter	Enter
[* - If Reveal Codes is open, you can move over individual format codes.]		

<b>SELECT TEXT</b> default shortcut keys		<a href="#">Quick links</a>
<b>To select</b>	<p><b>Press F8</b> (WPWin keyboard), <i>then Press</i></p> <p>[Alternative to F8: <i>hold down the Shift key while pressing the 2nd key</i>]</p>	<p><b>Press F12</b> (DOS keyboard), <i>then Press</i></p> <p>[Alternative to F12: <i>hold down the Shift key while pressing the 2nd key</i>]</p>

Any text	Arrow or other navigation key	Arrow or other navigation key
Previous character *	Left arrow	Left arrow
Next character *	Right arrow	Right arrow
Previous word	Ctrl + Left arrow	Ctrl + Left arrow
Next word	Ctrl + Right arrow	Ctrl + Right arrow
One line up	Up arrow	Up arrow
One line down	Down arrow	Down arrow
To end of line	End	End
To beginning of line	Home	Home, Home, Left arrow
One paragraph up	Ctrl + Up arrow	Ctrl + Up arrow
One paragraph down	Ctrl + Down arrow	Ctrl + Down arrow
One column left	Alt + Left arrow	Alt + Left arrow
One column right	Alt + Right arrow	Alt + Right arrow
To top of column	Alt + Home	
To bottom of column	Alt + End	
Table cell	Shift + F8 (in that order)	Alt + Shift + F4
Up to next table row	Alt + Up arrow	Alt + Up arrow
Down to next table row	Alt + Down arrow	Alt + Down arrow
To top of screen	Page up	- (number pad)
To bottom of screen	Page down	+ (number pad)
To first line on previous page	Alt + Page up	Page up
To first line on next page	Alt + Page down	Page down
To bottom of page	Alt + Page down	Page down
To beginning of document	Ctrl + Home	Home, Home, Up arrow
To end of document	Ctrl + End	Home, Home, Down arrow

Rectangular block of text: (1) Select the text from upper left to bottom right (2) Use Edit> Select> Rectangle	N/A (but could be assigned to a keystroke: see link in Endnote 2)	N/A (but could be assigned to a keystroke: see link in Endnote 2)
[* - If Reveal Codes is open, you can select an individual format code.]		

<b>OTHER</b> shortcut keys (not a comprehensive list; see Note 2 below) <a href="#">Quick links</a>		
<b>To</b>	<b>Press</b> (WPWin keyboard)	<b>Press</b> (DOS keyboard)
Save all open documents	Ctrl + Shift + S	
Print document	Ctrl + Shift + P	
Print history	Ctrl + Shift + H	
Use Find and replace (on the <a href="#">Edit menu</a> )	F2 or Ctrl + F2 or Ctrl + F	F2
Find previous	Alt + F2	Alt + F2
Find next	Shift + F2	Shift + F2
Set typeover mode	Insert	Insert
Delete current character	Delete	Delete
Delete character on left	Backspace	Backspace
Delete current word	Ctrl + Backspace	Ctrl + Backspace
Delete to end of line	Ctrl + Delete	Ctrl + End
Delete to end of page	Ctrl + Shift + Delete	Ctrl + Page down
Set a Hard Decimal Tab	Alt + Shift + F7	Ctrl + F6
Insert line break (to move down a line without using the Enter key)	Ctrl + Shift + L	Ctrl + Shift + L
Character hyphen (a.k.a. "hard hyphen")	Ctrl + -	Home, - (except in tables)
Soft hyphenation	Ctrl + Shift + -	Ctrl + Shift+ - or Ctrl + -
Cancel hyphenation	Ctrl + /	Ctrl + /
Set a QuickMark	Ctrl + Shift + Q	Ctrl + Q

Find QuickMark (Tools> Bookmark)	Ctrl + Q	Ctrl + F
Generate document (Tools> Reference)	Ctrl + F9	Alt + Shift + F5
Display pop-up menu	Shift + F10	
Open Visual Basic Editor	Alt + F11	
Calculate document	Alt + Shift + F12	
Cancel	Esc	Esc
Redisplay	Ctrl + F3	Ctrl + F3
Expand a list box/access [Browse button]	Alt + Down arrow	Alt + Down arrow
Perform a command from the List, Index, Cross-reference, Table of contents, or Table of authorities toolbar	Alt + Shift + (underlined letter)	Alt + Shift + (underlined letter)
Prevents a docker from being docked	Ctrl	Ctrl
Opens a file management dialog box from inside such dialog boxes as Publish to HTML, Compare documents, File settings, Define index, and Merge. To use F4, the cursor has to be positioned in a file management box; for example, if you are in the Publish to HTML dialog box (File> Publish to HTML), click in the HTML file name box and <b>Press</b> F4 to open the Open file dialog box.	F4 (<-see explanation)	F4 (<-see explanation)

## NOTES

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1. Definition: "Common User Access (CUA) is a set of guidelines for the user interface to personal computer operating systems and computer programs, developed by IBM starting in 1987 as part of their Systems Application Architecture." - *WikiPedia*. For more information, see [http://en.wikipedia.org/wiki/Common\\_User\\_Access](http://en.wikipedia.org/wiki/Common_User_Access)

2. In WordPerfect 10+, you can print out a complete list of the current key assignments (a.k.a. "Shortcut keys"):
- Click on Tools, Settings, Customize, Keyboards tab.
  - Click once on the keyboard layout that you want to print. (Tip: The current keyboard layout is listed at the bottom of this dialog box.)
  - Click Edit, then Print Report. (You might also want to enable the box, "Shortcut key appears on menu," so that the current key assignments appear next to the same feature on the main WordPerfect menu.)
  - Select the desired printer, and click Print.

Note that the list uses descriptions for some items that are "shorthand" for more lengthy and meaningful descriptions. But you can assign a particular item to an available keystroke and test it to see what it does. For more on assigning things to keystrokes: <http://wptoolbox.com/tips/Assign.html>.