

# MS Word Shortcut Keys PDF List ALT Keys Action (Source: YouProgrammer.com)

MS Word Function Keys	Description
F1	Get Help
F2	Move text or graphics.
F3	Insert an AutoText
F4	Repeat the last action
F5	Choose the Go To command
F6	Go to the next pane or frame.
F7	Choose the Spelling command
F8	Extend a selection
F9	Update selected fields.
F10	Activate the menu bar.
F11	Go to the next field.
F12	Choose the Save As command