UC Shortcuts 9 Common Word 2003 Keyboard shortcuts and sequences

Say	To
VIEW	
Under f v (or **Under Foxtrot Victor**)	toggle between the normal and Print Preview views
Under v u (or **Under Victor Uniform**)	toggle full-screen view
Control Alternate s (or **Control Alternate Sierra**)	split a document (then say **Touch** to make the split)
Shift Alternate c (or **Shift Alternate Charlie**)	un-split a document
Under v z e (or **Under Victor Zulu Echo**)	call up the Zoom dialog box ready to input a zoom percentage
Control Alternate z (or **Control Alternate Zulu**)	switch among sections of a document
Control Backslash	toggle sub documents between expanded and collapsed views
Control Function 1	toggle the Task pane
Under f 1-9 (or **Under Foxtrot 1-9**)	open previous documents
NAVIGATING	
Shift Function 5	jump cursor to previous revision position (including position last time you closed the document)
Control Alternate y (or **Control Alternate Yankee**)	find the next instance of the last thing you searched for using the Find Box
Control g (or **Control Golf**)	call up the Go To dialog box
Under v b (or **Under Victor Bravo**)	toggle Thumbnails pane
Under v d (or **Under Victor Delta**)	toggle Document Map pane
Control Alternate Home	open the Browse Options toolbar
FORMATTING	
Shift Control w (or **Shift Control Whiskey**)	underline words without underlining spaces
Shift Control d (or **Shift Control Delta**)	double underline
Shift Control L (or **Shift Control Lima**)	add bullets to selected text
Control d (or **Control Delta**)	call up the Font dialog box (continue spelling to select a font)
Shift Control f (or **Shift Control Foxtrot**)	move the cursor to the font type field on the Formatting toolbar
Shift Control f <1-2 letters> (Enter)	move the cursor to the font type field, type 2 letters, and hit enter to activate change
Shift Control s (or **Shift Control Sierra**)	move the cursor to the style field on the Formatting toolbar
Shift Control s <1-2 letters> (Enter)	move the cursor to the style field, type 2 letters, and hit enter to activate change
Shift Control p (or **Shift Control Papa**)	move the cursor to the font size field on the Formatting toolbar
Shift Control p <1-2 numbers> (Enter)	move the cursor to the font size field, type a one-or two digit number, and hit enter to activate change
Control Close Bracket (**Times 1-10**)	increase the font size of selected text
Control Open Bracket (**Times 1-10**)	decrease the font size of selected text
Under o p (or **Under Oscar Papa**)	call up the Paragraph dialog box (indents, spacing, breaks)
Under o n (or **Under Oscar November**)	call up the Bullets and Numbering dialog box
Under o b (or **Under Oscar Bravo**)	call up the Borders and Shading dialog box
Under i u (or **Under India Uniform**)	call up the Page Numbers dialog box
Under i c (or **Under India Charlie**)	call up the Columns dialog box
Under i t (or **Under India Tango**)	call up the Tabs dialog box
Under i x (or **Under India X-ray**)	call up the Text Direction — Table Sell dialog box
Shift Function 3	toggle selection among lowercase, Initial Caps and ALL CAPS
Shift Control k (or **Shift Control Kilo**)	toggle lowercase letters between lowercase and small caps
Control Equals	toggle between regular and subscript
Shift Control Equals	toggle between regular and superscript
Shift Control q (or **Shift Control Quebec**)	change a selection to symbol font
Control Alternate c (or **Control Alternate Charlie**)	insert a copyright symbol
Shift Control c (or **Shift Control Charlie**)	copy formatting of a selection
Shift Control v (or **Shift Control Victor**)	paste copied formatting to a selection
Control Space	remove formatting from selected text
Control q (or **Control Quebec**)	remove paragraph formatting from selected text
Shift Control 8	toggle non-printing formatting symbols
Shift Function 1	call up the reveal formatting pane
Under e s (or **Under Echo Sierra**)	call up the Paste Special dialog box, which formats the contents of the clipboard
Under v h (or **Under Victor Hotel**)	call up the Header and Footer toolbar
Control Alternate f (or **Control Alternate Foxtrot**)	insert a footnote
Control Alternate d (or **Control Alternate Delta**)	insert an endnote
SPACING and ALIGNMENT	
Control Enter	insert a page break
Shift Control Enter	insert a section break
Control 1	single-space a selection or the nearest line
Control 2	double-space a selection or the nearest line
Control 5	1.5-space a selection or the nearest line