Identifies version of Word and provides access to on-line Help.
Opens a new untitled document.
Opens selected document(s). Dialog box lists all Word files and files in formats recognized by Word.
Opens selected document(s). Dialog box lists all files in current folder/drive. Files in formats not recognized by Word are opened as ASCII text.
Closes active document.
Saves active document under its current name.
Renames document, saves it in a different format, or saves it to a different drive or folder.
Deletes an unopened document.
Displays one or two pages at reduced size as they will look when printed.
Merges specified data records with active main document.
Sets page size, print orientation, and certain printer effects for a document.
Prints active document.
Turns on and off the LaserWriter fractional pixel width feature for the document.
Lists Word mail messages in your Microsoft Mail mailbox.
Displays Microsoft Mail directory list window for selecting recipients of current Word message (active Word document).
Quits Word and prompts you to save changes to open documents, glossaries, and dictionaries.
Reverses latest command or action if possible.
Deletes selection from document and places it on Clipboard.
Copies selection to Clipboard.
Inserts Clipboard contents at insertion point or in place of current selection.
Inserts contents of cells on Clipboard into an equal number of table cells.
Deletes selection from document without placing it on Clipboard.
Repeats latest command or editing action.
Copies selection as a MacDraw graphic onto Clipboard.
Deletes character to right of insertion point.
Deletes word (or part of word) to right of insertion point.
Deletes word (or part of word) to left of insertion point.
Copies current selection to new location or copies subsequent selection to current position of insertion point.
Moves current selection to new location or moves subsequent selection to current position of insertion point.
Copies character or paragraph formatting of selection (depending on whether entire paragraph is selected) and applies it to subsequently selected text.
Adds and deletes rows, columns, and cells in a table, and merges and splits cells.
Inserts or defines a glossary entry.
Prompts you to type a glossary entry name and inserts glossary entry text at insertion point or in place of selection.
Displays symbols such as paragraph marks and tabs.
Turns on and off Num Lock so you can type numbers using numeric keypad.
Pastes contents of Clipboard into your document with an identifier paragraph linking pasted data or graphic to its source application and file.
Updates selected information in your Word document to match current graphic or data in the original source application and file. Available only when running under MultiFinder.
Switches to the source application and file of selected information in your Word document. After you revise the original file and return to Word, Word updates your document to match the original. Available only when running under MultiFinder.
Switches between Full and Short menus.
Sets certain default Word settings.
Creates and opens customized keyboard and menu configurations.

Adds the selected command to its default "home" menu. Mouse pointer changes to a bold plus sign.
Removes a selected command from a menu. Mouse pointer changes to a bold minus sign.
Assigns a key combination to a command. Mouse pointer changes to ⌘.
Turns on and off the option to include Rich Text Format (RTF) codes when you copy or cut text to the Clipboard.
Turns on and off display of hidden text, indicated with a dotted underline.
Turns on and off display of gray rectangles in place of graphics.
Turns on and off display of nonprinting gridlines in a table.
Turns on and off display of nonprinting boundary lines of text areas in page view.
Turns on and off option to open documents in page view rather than galley view.
Turns on and off option to automatically repaginate a document during pauses in typing and editing.
Turns on and off option to substitute " " and ' ' in place of " " and ' '.
Turns on and off option to load as much as possible of open file into memory for current session.
Turns on and off option to load as much as possible of Word program into memory for current session.
Turns on and off slanted insertion point and mouse I-beam pointer in italic text.
Turns on and off option to save a file more quickly but with less efficient use of memory.
Turns on and off display of function keys on the Apple Extended Keyboard that are assigned to menu commands.
Turns on and off the option to make a backup copy of a saved document.
Turns on and off display of ruler at top of document, footnote, or header/footer window.
Cycles among the three ruler scales: normal, page, and table scales.
Displays list of styles from ruler style selection box.
Turns on and off the option to open documents with ruler automatically displayed.
Changes character formatting of current selection.
Changes paragraph formatting of selected paragraph(s).
Applies and removes paragraph borders.
Changes page layout within the current section.
Changes formats affecting the entire active document.
Changes appearance of cells within a table.
Applies and removes cell borders in a table.
Positions selected paragraphs on current page.
Sets and clears tabs for selected paragraph(s). Controls tab alignment and type of tab leader.
Applies a selected style to selected paragraph(s). Dialog box lists defined styles and automatic styles used in your document.
Applies a selected style to selected paragraph(s). Dialog box lists defined styles and all automatic styles.
Defines, modifies, and applies styles. Dialog box lists defined styles and automatic styles used in your document.
Defines, modifies, and applies styles. Dialog box lists defined styles and all automatic styles.
Removes all character formatting not defined in the current style from selected text. Restores font, font size, and other character formats defined for style of the paragraph.
Redefines the style of a selected paragraph according to the current format of the paragraph.
Removes character formatting that can be turned on and off, such as bold, italic, and underlining.
Turns on and off bold character format.
Turns on and off italic character format.
Turns on and off single continuous underlining.
Turns on and off word underlining.
Turns on and off double underlining.
Turns on and off dotted underlining.
Turns on and off strikethrough character format.
Turns on and off outline character format.
Turns on and off shadow character format.
Turns on and off small capitals character format.

Turns on and off all capitals character format.
Turns on and off hidden text character format.
Decreases font size to next smaller size.
Increases font size to next larger size.
Raises characters above baseline by specified number of points and reduces font size to next smaller size.
Lowers characters below baseline by specified number of points and reduces font size to next smaller size.
Reduces space between characters by specified number of points.
Increases space between characters by specified number of points.
Turns on and off black character color.
Turns on and off blue character color.
Turns on and off cyan character color.
Turns on and off green character color.
Turns on and off magenta character color.
Turns on and off red character color.
Turns on and off yellow character color.
Turns on and off white character color.
Applies Normal style to paragraph.
Aligns text of selected paragraph flush with left indent.
Centers text of selected paragraph between left and right indents.
Aligns text of selected paragraph flush with right indent.
Justifies text of selected paragraph between left and right indents.
Single-spaces lines (12 pts high) of selected paragraphs.
Sets one-and-one-half line spacing (18 pts high) for selected paragraphs.
Double-spaces lines (24 pts high) of selected paragraphs.
Removes vertical space before selected paragraphs.
Adds 12 points of vertical space before selected paragraphs.
Applies side-by-side format to selected paragraphs.
Inserts a manual page break before selected paragraph.
Prevents a page break between selected paragraph and following paragraph.
Prevents a page break within selected paragraph.
Indents first line of selected paragraph to first default tab stop to right.
Indents lines after first line of selected paragraph to next default tab stop to right.
Shifts left indent of selected paragraph to next default tab stop to right. First-line indent is relative to new left indent position.
Shifts left indent of selected paragraph to next default tab stop to left. First-line indent is relative to new left indent position.
Turns off line numbering for selected paragraph. Available if line numbering option is on for current section.
Applies specified type of border to selected paragraph.
Applies specified type of border to selected cells of a table.
Adds Open First Header and Open First Footer commands to Document menu so you can create first-page headers and footers for current section. Turns off automatic page numbering for first page.
Formats current section with number of text columns you specify.
Starts current section on same page as preceding section.
Starts current section in next text column on same page or, if current and preceding sections have different numbers of text columns, on next page.
Starts current section on a new page.
Starts current section on next even-numbered page.
Starts current section on next odd-numbered page.
Selects Arabic numerals for page numbers of current section.
Selects uppercase Roman numerals for page numbers of current section.

Selects lowercase Roman numerals for page numbers of current section.
Selects uppercase letters A – Z for page numbers of current section.
Selects lowercase letters a – z for page numbers of current section.
Turns on and off automatic page numbering for current section.
Turns on and off option to start page numbering of current section from 1.
Turns on and off option to print footnotes at end of current section.
Turns off line numbering for current section.
Turns on line numbering for current section and restarts line numbering from 1 on each page.
Turns on line numbering for current section and restarts line numbering from 1 at beginning of section.
Turns on line numbering for current section and continues numbering sequence from preceding section.
Lists all installed fonts on Font menu.
Applies specified font to selected text or to text typed at insertion point.
Applies specified font size to selected text or to text typed at insertion point.
Opens standard header window for current section. In page view, moves insertion point into header text.
Opens standard footer window for current section. In page view, moves insertion point into footer text.
Opens first-page header window for current section.
Opens first-page footer window for current section.
Opens header window for even-numbered pages in current section.
Opens footer window for even-numbered pages in current section.
Opens header window for odd-numbered pages in current section.
Opens footer window for odd-numbered pages in current section.
Inserts a footnote reference mark at insertion point and opens footnote window. In page view, moves insertion point into footnote text area.
Opens footnote separator window so you can edit characters separating footnotes from main text.
Opens footnote continuation separator window so you can edit characters separating main text from footnotes continued from preceding page.
Opens footnote continuation notice window so you can type continuation notice.
Repaginates entire document. In page view, repaginates from beginning of document to currently displayed page.
Forces repagination of document even though no changes have occurred since last pagination. In page view, forces repagination from beginning of document to currently displayed page.
Turns on and off outline view.
Turns on and off page view.
Inserts a manual page break at insertion point.
Inserts a section break at insertion point.
Breaks a line of text without starting a new paragraph. Inserts new-line character.
Terminates current paragraph and inserts a paragraph mark.
Inserts a paragraph mark after insertion point without moving insertion point to next line.
Starts a new paragraph with same style as current paragraph. Overrides Next Style indicated in Define Styles dialog box.
Inserts an empty graphics frame at insertion point.
Inserts a table having specified number of rows and columns at insertion point.
Converts a table created with Insert Table command to text separated by paragraph marks, tabs, or commas.

Inserts empty column(s) in a table to left of column containing insertion point or to left of selected columns.
Deletes selected columns of a table or column containing insertion point.
Inserts empty rows in a table above row containing insertion point or above selected rows.
Deletes selected rows of a table or row containing insertion point.
Inserts empty cells to the left of selected cells. Number of cells inserted equals the number of selected cells. Selected cells are shifted right.
Deletes selected cells. Cells to the right of deleted cells are shifted left.
Inserts empty cells above selected cells. Number of cells inserted equals the number of selected cells. Selected cells are shifted down.
Deletes selected cells. Cells below deleted cells are shifted up.
Combines selected cells in a row into one cell.
Splits a merged cell back into separate cells.
Inserts a paragraph mark having Normal style above table row containing insertion point.
Inserts index entry codes, formatted as hidden text, before and after selected text or on either side of insertion point.
Inserts table of contents entry codes, formatted as hidden text, before and after selected text or on either side of insertion point.
Inserts a hyphen preventing a line break within a hyphenated word that occurs at end of a line.
Inserts a hyphen that is printed only when a word is broken at the hyphen.
Inserts a space preventing a line break on either side of space.
Inserts formula code.
Inserts automatic page number glossary entry.
Inserts current date glossary entry (m/d/y).
Inserts print time glossary entry.
Inserts tab character.
Lowers selected heading paragraph to next lower outline level.
Raises selected heading paragraph to next higher outline level.
Moves selected outline heading or body text below next visible paragraph in outline.
Moves selected outline heading or body text above preceding visible paragraph in outline.
Makes selected paragraph the body text of preceding outline heading.
In outline view, displays all subordinate levels or the next lower level subordinate to the selected outline heading, depending on whether the entire heading is selected.
In outline view, hides all subordinate levels or the next higher level subordinate to the selected outline heading, depending on whether the entire heading is selected.
In outline view, displays only heading level 1.
In outline view, displays only heading levels 1 and 2.
In outline view, displays only heading levels 1 – 3.
In outline view, displays only heading levels 1 – 4.
In outline view, displays only heading levels 1 – 5.
In outline view, displays only heading levels 1 – 6.
In outline view, displays only heading levels 1 – 7.
In outline view, displays only heading levels 1 – 8.
In outline view, displays heading levels 1 – 9.
In outline view, displays headings of all levels and body text.
In outline view, hides selected outline headings and/or body text regardless of heading level.
In outline view, turns on and off display of character formatting.

In outline view, switches between display of all body text or first line only.

Activates ⌘-Option-T prefix enabling you to promote, demote, and move outline paragraphs in normal galley view or page view by pressing a key.

Searches for text and/or special characters.

Repeats search for text or format you specified when you last chose Find or Find Formats command.

Searches for character or paragraph formats matching that of selected text, depending on whether an entire paragraph is selected.

Finds and replaces text with replacement text you specify.

Displays indicated page if document has been paginated.

Displays previous selection or returns insertion point to its previous position.

Checks a document or selected text for incorrect spelling.

Clears list of spelling corrections Word remembers for current session.

Scans document and hyphenates words to improve line breaks.

Compiles index based on index entries inserted in document.

Compiles table of contents based on document outline or table of contents entries.

Displays number of characters, words, paragraphs, and lines in a document or selection, excluding headers and footers.

Displays graphics to test display monitor. Click the mouse to stop.

Computes numerical expression in the selection and places result on the Clipboard.

Automatically numbers or renumbers selected paragraphs in specified sequence.

Sorts entire document or selected paragraphs, columns, or lines in ascending order (A – Z or 1 – 9) according to leftmost character.

Sorts entire document or selected paragraphs, columns, or lines in descending order (Z – A or 9 – 1) according to leftmost character.

Selects entire document.

Places insertion point before first character in document.

Places insertion point after last character in document.

Moves insertion point left one character.

Moves insertion point right one character.

Places insertion point before current or preceding word.

Places insertion point after current word or next word.

Places insertion point at start of the current sentence or preceding sentence.

Places insertion point at start of next sentence.

Places insertion point at the start of current paragraph or preceding paragraph.

Places insertion point at start of next paragraph.

Moves insertion point up one line.

Moves insertion point down one line.

Moves insertion point to beginning of current line.

Moves insertion point to end of current line.

Displays preceding screenful (based on window size) of document.

Displays next screenful (based on window size) of document.

Places insertion point before first character visible in window.

Places insertion point after last character visible in window.

Scrolls last line in window out of view, displaying one more line at top of window.

Scrolls first line in window out of view, displaying one more line at bottom of window.

Extends selection (highlighted area) to character you type.

Amplifies extent of subsequent keyboard action on the original Macintosh keyboard; e.g., Right Arrow key moves insertion point to next paragraph instead of next character.

Moves insertion point to next cell to right.

Moves insertion point to preceding cell to left.

Moves insertion point to text area below text area containing insertion point (in page view) or to cell below cell containing insertion point (within a table).

Moves insertion point to text area left of text area containing insertion point (in page view) or to cell at left of cell containing insertion point (within a table).
Moves insertion point to text area right of text area containing insertion point (in page view) or to cell at right of cell containing insertion point (within a table).
Moves insertion point to text area above text area containing insertion point (in page view) or to cell above cell containing insertion point (within a table).
Moves insertion point to first text area visible in window (in page view) or to first cell visible in window (within a table).
Moves insertion point to last text area visible in window (in page view) or to last cell visible in window (within a table).
Moves insertion point to preceding text area at left (in page view) or to preceding cell (within a table).
Moves insertion point to next text area at right (in page view) or to next cell (within a table).
Displays list of on-line Help topics.
Displays contents of Clipboard.
Splits active window.
Opens footnote window and displays footnotes related to footnote reference marks visible in document window.
Switches active window between its full size and an alternate size.
Activates next document window, based on order in which you opened windows.
Opens a new window for active document.
Opens indicated document.
Inserts indicated glossary entry at insertion point.
Applies indicated style to selected paragraph.
Activates indicated document window.
Inserts a character in the current font having the decimal character number you type.
Changes current font to font you indicate by typing font name and pressing Return.
Changes style of selected paragraphs to style you indicate by typing style name and pressing Return.
Deletes selection or character left of insertion point.
Stops current command action.
Applies LaserWriter Symbol font to current selection.
Activates menu bar so you can choose menu commands using keys.
Displays Help information for open command dialog box or a command you subsequently select from a menu.
In page view, moves insertion point to top of preceding page.
In page view, moves insertion point to top of next page.
Applies normal character spacing to selected text or text you type at insertion point.
Applies normal character position (relative to text baseline) to selected text or text you type at insertion point.
Inserts a dashed line at bottom of selected menu (used to separate groups of commands).