# **Macros + Keystrokes**

## General

### Navigation Pane: Ctrl+Shift+Alt+m

### New Chapter: Ctrl+Shift+Alt+z

### Subheading 2: Ctrl+Shift+Alt+x

### Subheading 3: Ctrl+Shift+Alt+c

### Subheading 4: Ctrl+Shift+Alt+v

### Subheading 5: Ctrl+Shift+Alt+b

### New Appendix: Ctrl+Shift+Alt+a

### Show Hidden Formatting: Shift+Alt+8

## Approval Page

### College of Education (Dr. appellation): Ctrl+Shift+Alt+y

### College of Education (Ed.D. appellation): Ctrl+Shift+Alt+u

### 3 Committee members (1 director + 2 readers): Ctrl+Shift+Alt+i

### 4 Committee members (1 director + 3 readers): Ctrl+Shift+Alt+o

### 4 Committee members (2 co-directors + 2 readers): Ctrl+Shift+Alt+p

### 3 Committee members (2 co-directors + 1 reader): Ctrl+Shift+Alt+[

## Tables and Figures

### Cross-reference: Ctrl+Shift+Alt+r

### Caption Dialog Window: Ctrl+Shift+Alt+q

### Table Caption Format: Ctrl+Shift+Alt+w

### Table Caption Appendix Format: Ctrl+Shift+Alt+d

### Figure Caption Format: Ctrl+Shift+Alt+e

### Figure Caption Appendix Format: Ctrl+Shift+Alt+f

### Adding a Landscape Page: Ctrl+ Shift+Alt+L

### Page Number Correction (use on page 1 after removing a landscape page): Ctrl+ Shift+Alt+n

### Table Specifics

#### Insert 5x7 Table: Ctrl+ Shift+Alt+t

#### Assign Single and Multiple Row Table Headers: Ctrl+ Shift+Alt+h

### *Merge Table Cells: Ctrl+Shift+Alt+j*

#### Insert Row Above: Ctrl+ Shift+Alt+up (use directional arrows for up down left right)

#### Delete Row: Ctrl+ Shift+Alt+down

#### Insert Column Right: Ctrl+ Shift+Alt+right

#### Delete Column: Ctrl+ Shift+Alt+left

#### Add (continued) for long tables: Ctrl+Shift+Alt+k