# Microsoft Word 2007

## Problems and Bugs

If “Open > Repair” shows errors, but no edits are made, then pressing Ctrl+S does not save the changes. Instead it is necessary to make an edit in order to force a save.

## Shortcut keys

**Shortcut Command**

+C Display a list of correction alternatives.

+H Turn handwriting on or off.

ALT or F10. Press either of these keys again to move back to the document and cancel the access keys. Select the active tab of the Ribbon and activate the access keys.

ALT+ the letter underlined in an option Select an option; select or clear a check box.

ALT+~ Turn Japanese Input Method Editor (IME) on 101 keyboard on or off.

ALT+1 Go to the previous folder.

ALT+2 Up One Level button: Open the folder one level above the open folder.

ALT+4 Create New Folder button: Create a new folder.

ALT+5 on the numeric keypad (with NUM LOCK off) Select an entire table.

ALT+5 Views button: Switch among available folder views.

ALT+CTRL+1 Apply the Heading 1 style.

ALT+CTRL+2 Apply the Heading 2 style.

ALT+CTRL+3 Apply the Heading 3 style.

ALT+BACKSPACE Undo

ALT+CTRL+C The copyright symbol

ALT+CTRL+D Insert an endnote.

ALT+CTRL+F Insert a footnote.

ALT+CTRL+F1 Microsoft system info

ALT+CTRL+F2 Open

ALT+CTRL+HOME Open a list of browse options. Press the arrow keys to select an option, and then press ENTER to browse through a document by using the selected option.

ALT+CTRL+I Switch in or out of print preview.

ALT+CTRL+K Start AutoFormat.

ALT+CTRL+L Insert a LISTNUM field.

ALT+CTRL+M Insert a comment.

ALT+CTRL+MINUS SIGN An em dash

ALT+CTRL+N Switch to Draft view.

ALT+CTRL+O Switch to Outline view.

ALT+CTRL+P Switch to Print Layout view.

ALT+CTRL+PAGE DOWN To the end of the window

ALT+CTRL+PAGE UP To the top of the window

ALT+CTRL+PERIOD An ellipsis

ALT+CTRL+R The registered trademark symbol

ALT+CTRL+S Split the document window.

ALT+CTRL+SHFT+PAGE DOWN Extend a selection to the end of a window.

ALT+CTRL+SHIFT+PAGE UP Extend a selection to the start of the window

ALT+CTRL+SHFT+S Open Styles task pane.

ALT+CTRL+T The trademark symbol

ALT+CTRL+U Update auto format

ALT+CTRL+Y Repeat find (after closing Find and Replace window).

ALT+CTRL+Z Switch between the last four places that you have edited.

ALT+DOWN ARROW Open a selected drop-down list.

ALT+END To the last cell in a row

ALT+ENTER Redo or repeat

ALT+F1 Go to the next field.

ALT+F3 Create a new Building Block, Create Auto Text

ALT+F3 When text or an object is selected, open the Create New Building Block dialog box.

ALT+F4 Exit Office Word 2007.

ALT+F5 Restore the program window size.

ALT+F5 Restore the size of the active window after you maximize it.

ALT+F6 Move from a dialog box back to the document, (for dialog boxes eg Find and Replace).

ALT+F6 Move from an open dialog box back to the document, for dialog boxes such as Find and Replace that support this behaviour.

ALT+F7 Find the next misspelling or grammatical error.

ALT+F8 Run a macro.

ALT+F9 Switch between all field codes and their results.

ALT+F9 Switch between all field codes and their results.

ALT+F10 Maximize the program window.

ALT+F11 Display Microsoft Visual Basic code.

ALT+HOME To the first cell in a row

ALT+LEFT ARROW Go back one page.

ALT+NUM5 Select Table

ALT+PAGE DOWN To the last cell in a column

ALT+PAGE UP To the first cell in a column

ALT+PRINT SCREEN Copy a picture of the selected window to the Clipboard.

ALT+RIGHT ARROW Go forward one page.

ALT+SHFT+- Outline collapse.

ALT+SHFT+= Outline expand

ALT+SHFT+1 Outline: Show all headings with the Heading 1 style.

ALT+SHFT+n Outline: Show all headings with the heading n style.

ALT+SHFT+A Expand or collapse all text or headings.

ALT+SHFT+BACKSPACE Redo

ALT+SHFT+C Close the Reviewing Pane if it is open.

ALT+SHFT+C Remove the document window split.

ALT+SHFT+D Insert a DATE field.

ALT+SHFT+DOWN ARROW Move selected paragraphs down.

ALT+SHFT+DOWN ARROW One row down

ALT+SHIFT+END End of Row

ALT+SHIFT+ENTER

ALT+SHFT+E Edit a mail-merge data document.

ALT+SHFT+F Insert a merge field.

ALT+SHFT+F1 Go to the previous field.

ALT+SHFT+F2 Choose the Save command (Microsoft Office Button ).

ALT+SHIFT+F6 Previous window

ALT+SHFT+F7 Display the Research task pane.

ALT+SHFT+F9 Run GOTOBUTTON or MACROBUTTON from the field that displays the field results.

ALT+SHFT+F9 Run GOTOBUTTON or MACROBUTTON from the field that displays the field results.

ALT+SHFT+F10 Display a menu or message for a smart tag.

ALT+SHFT+F10 Display the menu or message for a smart tag or for the AutoCorrect Options button or the Paste options button. If more than one smart tag is present, switch to the next smart tag and display its menu or message.

ALT+SHIFT+F11 Microsoft Script Editor

ALT+SHFT+HOME Start of row

ALT+SHFT+I Mark a table of authorities entry (citation).

ALT+SHFT+K Preview a mail merge.

ALT+SHFT+L Show the first line of body text or all body text.

ALT+SHFT+LEFT ARROW Promote a paragraph.

ALT+SHFT+M Print the merged document.

ALT+SHFT+MINUS SIGN Collapse text under a heading.

ALT+SHFT+N Merge a document.

ALT+SHFT+n Outline: Show all headings up to Heading n.

ALT+SHFT+NUM5 Normal Style

ALT+SHFT+O Mark a table of contents entry.

ALT+SHFT+P Insert a PAGE field.

ALT+SHIFT+PAGE DOWN End of column

ALT+SHFT+PAGE UP Start of column

ALT+SHFT+PLUS SIGN Expand text under a heading.

ALT+SHFT+R Copy the header or footer used in the previous section of the document.

ALT+SHFT+RIGHT ARROW Demote a paragraph.

ALT+SHFT+T Insert a TIME field.

ALT+SHFT+U Update fields

ALT+SHFT+UP ARROW One row up

ALT+SHFT+UP ARROW Move selected paragraphs up.

ALT+SHFT+X Mark an index entry.

ALT+UP Previous object

ALT+the character code (on the numeric keypad) Insert the ANSI character for the specified ANSI (decimal) character code. For example, to insert the euro currency symbol, hold down ALT and press 0128 on the numeric keypad.

ALT+X Find out the Unicode character code for the selected character

Arrow keys Move around the preview page when zoomed in.

Arrow keys Move between options in an open drop-down list, or between the options in a group.

BACKSPACE Delete one character to the left.

CTRL+' (single quotation mark), ' (single quotation mark) A single closing quotation mark

CTRL+' (single quotation mark), SHFT+' (single quotation mark) Double closing quotation marks

CTRL+[ Decrease font size 1 point.

CTRL+[ Decrease the font size by 1 point.

CTRL+] Increase font size 1 point.

CTRL+] Increase the font size by 1 point.

CTRL+` (single quotation mark), SHFT+' (single quotation mark) Double opening quotation marks

CTRL+`(single quotation mark), `(single quotation mark) A single opening quotation mark

CTRL+0 (zero) Add or remove one line space preceding a paragraph.

CTRL+1 Single-space lines.

CTRL+2 Double-space lines.

CTRL+3 Lock fields

CTRL+5 Set 1.5-line spacing.

CTRL+6 Unlink fields

CTRL+A Extend a selection to include the entire document.

CTRL+ALT+F1 Display Microsoft System Information.

CTRL+ALT+F2 Choose the Open command (Microsoft Office Button ).

CTRL+ALT+V Paste special

CTRL+B Apply bold formatting.

CTRL+B Make letters bold.

CTRL+BACKSPACE Delete one word to the left.

CTRL+C Copy selected text or graphics to the Office Clipboard.

CTRL+C Copy the selected text or object.

CTRL+D Open the Font dialog box to change the formatting of characters.

CTRL+DELETE Delete one word to the right.

CTRL+DOWN ARROW One paragraph down

CTRL+E Switch a paragraph between centered and left-aligned.

CTRL+END Move to the last preview page when zoomed out.

CTRL+END To the end of a document

CTRL+ENTER A page break

CTRL+EQUAL SIGN Apply subscript formatting (automatic spacing).

CTRL+F Find text, formatting, and special items.

CTRL+F1 Hide or show the Ribbon.

CTRL+F2 Choose the Print Preview command (Microsoft Office Button ).

CTRL+F3 Cut to the Spike.

CTRL+F3 Cut to the Spike.

CTRL+F3 Cut to the Spike.

CTRL+F4 Close the window.

CTRL+F5 Doc Restore

CTRL+F6 Go to the next window.

CTRL+F6 When more than one window is open, switch to the next window.

CTRL+F7 Doc Move

CTRL+F8 Doc Size

CTRL+F9 A field

CTRL+F9 Insert an empty field.

CTRL+F9 Insert an empty field.

CTRL+F10 Maximize or restore a selected window.

CTRL+F10 Maximize the document window.

CTRL+F11 Lock a field.

CTRL+F11 Lock a field.

CTRL+F12 or CTRL+O Display the Open dialog box.

CTRL+F12 Choose the Open command (Microsoft Office Button ).

CTRL+G Go to a page, bookmark, footnote, table, comment, graphic, or other location.

CTRL+H Replace text, specific formatting, and special items.

CTRL+HOME Move to the first preview page when zoomed out.

CTRL+HOME To the beginning of a document

CTRL+HYPHEN An optional hyphen

CTRL+HYPHEN Create a nonbreaking hyphen.

CTRL+I Apply italic formatting.

CTRL+I Make letters italic.

CTRL+J Switch a paragraph between justified and left-aligned.

CTRL+K Insert a hyperlink.

CTRL+L Left align a paragraph.

CTRL+LEFT ARROW Move one word to the left.

CTRL+LEFT ARROW One word to the left

CTRL+M Indent a paragraph from the left.

CTRL+MINUS SIGN An en dash

CTRL+N Create a new document of the same type as the current or most recent document.

CTRL+O Open a document.

CTRL+P Print a document.

CTRL+PAGE DOWN Move to the next edit location.

CTRL+PAGE DOWN To the top of the next page

CTRL+PAGE UP Move to the previous edit location.

CTRL+PAGE UP To the top of the previous page

CTRL+Q Remove paragraph formatting.

CTRL+R Switch a paragraph between right-aligned and left-aligned.

CTRL+RIGHT ARROW Move one word to the right.

CTRL+S Save a document.

CTRL+SPACE Reset char

CTRL+SHFT+. Grow font

CTRL+SHFT+, Shrink font

CTRL+\ Toggle master subdocs

CTRL+SHFT+\* (asterisk on numeric keypad does not work) Display nonprinting characters.

CTRL+SHFT+< Decrease font size one value.

CTRL+SHFT+< Decrease the font size.

CTRL+SHFT+> Increase font size one value.

CTRL+SHFT+> Increase the font size.

CTRL+SHFT+8 Show all

CTRL+SHFT+A Format all letters as capitals.

CTRL+SHFT+C Copy formats.

CTRL+SHFT+C Copy formatting from text.

CTRL+SHFT+D Double-underline text.

CTRL+SHFT+DOWN ARROW Extend a selection to the end of a paragraph.

CTRL+SHFT+E Turn change tracking on or off.

CTRL+SHFT+END Extend a selection to the end of a document.

CTRL+SHFT+ENTER A column break

CTRL+SHFT+EQUALS Superscript

CTRL+SHFT+F Open the Font dialog box to change the font.

CTRL+SHFT+F3 Paste the Spike contents.

CTRL+SHFT+F5 Edit a bookmark.

CTRL+SHFT+F6 Switch to the previous window.

CTRL+SHFT+F7 Update linked information in a Microsoft Office Word source document.

CTRL+SHFT+F8, and then use the arrow keys; press ESC to cancel selection mode Select a vertical block of text.

CTRL+SHFT+F8, and then use the arrow keys; press ESC to cancel selection mode Extend a selection (or block).

CTRL+SHFT+F9 Unlink a field.

CTRL+SHFT+F11 Unlock a field.

CTRL+SHFT+F12 Choose the Print command (Microsoft Office Button ).

CTRL+SHFT+G Open the Word Count dialog box.

CTRL+SHFT+H Apply hidden text formatting.

CTRL+SHFT+HOME Extend a selection to the beginning of a document.

CTRL+SHFT+HYPHEN A nonbreaking hyphen

CTRL+SHIFT+I Italic

CTRL+SHFT+K Format letters as small capitals.

**CTRL+SHFT+L Apply List Bullet**

CTRL+SHFT+LEFT ARROW Extend a selection to the beginning of a word.

CTRL+SHFT+LEFT ARROW Select or unselect one word to the left.

CTRL+SHFT+M Remove a paragraph indent from the left.

CTRL+SHFT+N Apply the Normal style.

CTRL+SHFT+N Demote to body text.

CTRL+SHIFT+P Font size select

CTRL+SHFT+PLUS SIGN Apply superscript formatting (automatic spacing).

CTRL+SHFT+Q Change the selection to the Symbol font.

CTRL+SHFT+RIGHT ARROW Select or unselect one word to the right.

CTRL+SHFT+RIGHT ARROW Extend a selection to the end of a word.

CTRL+SHFT+S Open Apply Styles task pane.

CTRL+SHFT+SPACEBAR A nonbreaking space

CTRL+SHFT+SPACEBAR Create a nonbreaking space.

CTRL+SHFT+T Reduce a hanging indent.

CTRL+SHFT+TAB Switch to the previous tab in a dialog box.

CTRL+SHFT+UP ARROW Extend a selection to the beginning of a paragraph.

CTRL+SHFT+U Underline

CTRL+SHFT+V Apply copied formatting to text.

CTRL+SHFT+V Paste formats.

CTRL+SHFT+V Paste formatting only

CTRL+SHFT+W Underline words but not spaces.

CTRL+SHFT+Z Reset char

CTRL+SPACEBAR Display the full set of commands on the task pane menu.

CTRL+SPACEBAR Remove manual character formatting.

CTRL+SPACEBAR Remove paragraph or character formatting.

CTRL+SPACEBAR Turn Chinese IME on 101 keyboard on or off.

CTRL+T Create a hanging indent.

CTRL+TAB Insert a tab character.

CTRL+TAB Switch to the next tab in a dialog box.

CTRL+TAB Tab characters in a cell

CTRL+TAB When a menu is active, move to a task pane. (You may need to press CTRL+TAB more than once.)

CTRL+U Apply an underline.

CTRL+U Make letters underline.

CTRL+UP ARROW One paragraph up

CTRL+V Paste text or an object.

CTRL+V Paste the most recent addition to the Office Clipboard.

CTRL+W or CTRL+F4 Close the active window.

CTRL+W Close a document.

CTRL+X Cut selected text or graphics to the Office Clipboard.

CTRL+X Cut selected text to the Office Clipboard.

CTRL+X Cut the selected text or object.

CTRL+Y Redo or repeat an action.

CTRL+Y Redo the last action.

CTRL+Z Undo an action.

CTRL+Z Undo the last action.

CTRL+Z Undo the last action.

DELETE Delete button: Delete the selected folder or file.

DELETE Delete one character to the right.

DOWN ARROW Down one line

DOWN ARROW Select the next item on a smart tag menu.

DOWN ARROW To the next row

DOWN ARROW, UP ARROW, LEFT ARROW, or RIGHT ARROW Move down, up, left, or right, respectively, among the items on the Ribbon.

END Go to end of document.

END Move to the end of the entry.

END To the end of a line

ENTER (after you type the first few characters of the AutoText entry name and when the ScreenTip appears) An AutoText entry

ENTER Activate a command or control on the Ribbon so you can modify a value.

ENTER Finish modifying a value in a control on the Ribbon, and move focus back to the document.

ENTER New paragraphs in a cell

ENTER Perform the action for the selected item on a smart tag menu.

ENTER Run the selected command.

ESC Cancel an action.

ESC Close a selected drop-down list; cancel a command and close a dialog box.

ESC Exit reading layout view.

ESC Turn extend mode off.

ESC Close the smart tag menu or message.

F1 Get help on the selected command or control on the Ribbon. (If no Help topic is associated with the selected command, a general Help topic about the program is shown instead.)

F1 Get Help or visit Microsoft Office Online.

F2 (then move the cursor and press ENTER) Move text or graphics once.

F2 Move text or graphics.

F3 Auto Text

F4 or ALT+I Open the Look in list.

F4 Repeat the last action.

F5 Choose the Go To command (Home tab).

F5 Update the file list.

F6 Go to the next pane or frame.

F6 Move the focus to select each of the following areas of the window:Active tab of the Ribbon Any open task panes Status bar at the bottom of the window Your document

F6 Move to a task pane from another pane in the program window (clockwise direction).

F6 Move to a task pane from another pane in the program window.

F7 Choose the Spelling command (Review tab).

F8 (press once to select a word, twice to select a sentence, and so on) Increase the size of a selection.

F8 Extend a selection.

F8 Turn extend mode on.

F8, and then press LEFT ARROW or RIGHT ARROW Select the nearest character.

F8+arrow keys; press ESC to cancel selection mode Extend a selection to a specific location in a document.

F9 Update selected fields.

F9 Update the selected fields.

F9 Refresh.

F10 to select the active tab, and then LEFT ARROW or RIGHT ARROW Move to another tab of the Ribbon.

F10 Show KeyTips.

F11 Go to the next field.

F11 Go to the next field.

F12 Choose the Save As command (Microsoft Office Button ).

F12 Display the Save As dialog box.

First letter of an option in a drop-down list Select an option from a drop-down list.

Hold down SHFT and press an arrow key repeatedly Extend a selection to adjacent cells.

HOME or END Select the first or last item in a gallery.

HOME Go to beginning of document.

HOME Move to the beginning of the entry.

HOME To the beginning of a line

INSERT Overtype.

Left ALT+SHFT Switch between languages or keyboard layouts.

LEFT ARROW or RIGHT ARROW Move one character to the left or right.

LEFT ARROW One character to the left

n, ENTER Go to page n.

PAGE DOWN Down one screen (scrolling)

PAGE UP or PAGE DOWN Move by one preview page when zoomed out.

PAGE UP or PAGE DOWN Scroll up or down in the selected gallery list.

PAGE UP Up one screen (scrolling)

Press ALT+H to move to the Home tab, and then press F,O. Open the Office Clipboard

Press SHFT+ALT+PAGE DOWN to select the column from top to bottom.

Press SHFT+ALT+PAGE UP to select the column from bottom to top.

PRINT SCREEN Copy a picture of the screen to the Clipboard.

Right ALT Turn Korean IME on 101 keyboard on or off.

RIGHT ARROW One character to the right

SHFT+DOWN ARROW Extend a selection one line down.

SHFT+END Extend a selection to the end of a line.

SHFT+END Select from the insertion point to the end of the entry.

SHFT+ENTER A line break

SHFT+F1 (then click the text with the formatting you want to review) Review text formatting.

SHFT+F1 Start context-sensitive Help or reveal formatting.

SHFT+F2 (then move the cursor and press ENTER) Copy text or graphics once.

SHFT+F2 Copy text.

SHFT+F3 Change the case of letters.

SHFT+F3 Change the case of letters.

SHFT+F4 Repeat a Find or Go To action.

SHFT+F5 After opening a document, to the location you were working in when the document was last closed

SHFT+F5 Move to the last change.

SHFT+F5 To a previous revision

SHFT+F6 Go to the previous pane or frame (after pressing F6).

SHFT+F6 Move to a task pane from another pane in the program window (counterclockwise).

SHFT+F7 Choose the Thesaurus command (Review tab, Proofing group).

SHFT+F8 Reduce the size of a selection.

SHFT+F8 Shrink a selection.

SHFT+F9 Switch between a field code and its result.

SHFT+F9 Switch between a selected field code and its result.

SHFT+F10 Display a shortcut menu for a selected item such as a folder or file.

SHFT+F10 Display a shortcut menu.

SHFT+F10 Display the shortcut menu for the selected command.

SHFT+F10 Display the shortcut menu for the selected item.

SHFT+F10 Open a drop-down menu for the selected gallery item.

SHFT+F10 When the building block eg. a SmartArt graphic, is selected, display the shortcut menu.

SHFT+F11 Go to the previous field.

SHFT+F11 Go to the previous field.

SHFT+F12 Choose the Save command (Microsoft Office Button ).

SHFT+HOME Extend a selection to the beginning of a line.

SHFT+HOME Select from the insertion point to the beginning of the entry.

SHFT+INSERT Paste

SHFT+LEFT ARROW Extend a selection one character to the left.

SHFT+LEFT ARROW Select or unselect one character to the left.

SHFT+PAGE DOWN Extend a selection one screen down.

SHFT+PAGE UP Extend a selection one screen up.

SHFT+RIGHT ARROW Extend a selection one character to the right.

SHFT+RIGHT ARROW Select or unselect one character to the right.

SHFT+TAB Move to the previous option or option group.

SHFT+TAB One cell to the left (in a table)

SHFT+TAB Select the preceding cell's contents.

SHFT+TAB To the previous cell in a row

SHFT+UP ARROW Extend a selection one line up.

SPACEBAR or ENTER Activate the selected command or control on the Ribbon.

SPACEBAR or ENTER Open the selected menu or gallery on the Ribbon.

SPACEBAR or ENTER Perform the action assigned to the selected button.

SPACEBAR Perform the action assigned to the selected button; select or clear the selected check box.

TAB or SHFT+TAB Move the focus to each command on the Ribbon, forward or backward, respectively.

TAB or SHFT+TAB When a task pane is active, select the next or previous option in the task pane.

TAB Move between options or areas in the dialog box.

TAB Move to the next option or option group.

TAB One cell to the right (in a table)

TAB Select the next cell's contents.

TAB To the next cell in a row

The character code, ALT+X Insert the Unicode character for the specified Unicode (hexadecimal) character code. For example, to insert the euro currency symbol (), type 20AC, and then hold down ALT and press X.

The slash (/) key on the numeric keypad Hide or display character formatting.

UP ARROW Select the previous item on a smart tag menu.

UP ARROW To the previous row

UP ARROW Up one line

Use the arrow keys to move to the column's top or bottom cell, and then do one of the following:

Use the arrow keys to move to the column's top or bottom cell. Select a column.

From <http://www.keyxl.com/aaa367b/5/Microsoft-Word-keyboard-shortcuts.htm>

<http://support.microsoft.com/kb/290938>

## Find - Wildcard character reference

The following table lists and describes the wildcard characters that are available for use in Word. Keep one fact in mind as you go: Wildcard characters become more powerful when you combine them.

|  |  |  |
| --- | --- | --- |
| **To find this** | **Type this character** | **Examples** |
| Any single character  | **?**  | **s?t** finds "sat" and "set." This character also finds the chosen combination of characters within a word. For example, it could locate "set" within "inset."  |
| Any string of characters  | **\*** | **s\*d** finds "sad" and "started." The asterisk returns all characters and spaces that lie between the literal characters. For example, use the **s\*t** expression to search for the phrase "analysis system." The following images show you the matches that search highlights: * The first text string found by the wildcard search
* The second string of text found by the wildcard search
* The final string of text found by the wildcard search
* A pattern found by a regular expression

Notice that the asterisk returns **st** as a match. That is default behavior. Word does not limit the number of characters that the asterisk can match, and it does not require that characters or spaces reside between the literal characters that you use with the asterisk. So, be careful when using the asterisk, because it can return a lot of unwanted results. |
| The beginning of a word  | **<**  | **<(inter)** finds all the words that start with "inter," such as "interesting" and "intercept," but not "splintered." |
| The end of a word  | **>**  | (in)> finds all the words that end with "in," such as "in" and "within," but not "interesting." |
| One or more specified characters  | **[ ]**  | **w[io]n** finds "win" and "won" but not "worn," because the "r" is not specified. Always use brackets in pairs. If you use an opening bracket, you also use the closing bracket.  |
| Any single character in a given range of characters | **[x-z]**  | **[r-t]ight** finds "right" and "sight." The ranges you specify must be in ascending order. In other words, you can specify [a-m], but not [m-a]. |
| Any single character except the characters in the range inside the brackets  | **[!x-z]**  | **t[!a-m]ck** finds "tock" and "tuck," but not "tack" or "tick." |
| Exactly *n* occurrences of the previous character or expression  | **{n}** | **fe{2}d** finds "feed" but not "fed." **f[a-z]{2}d** finds "find," "feed," and "food," but not "fed." **f([a-z]){2}d** finds "feed" and "food," but not "find" or "fed."Always use braces in pairs. If you use an opening brace, you also use the closing brace.  |
| At least *n* occurrences of the previous character or expression | **{n,}** | **fe{1,}d** finds "fed" and "feed." |
| From *n* to *m* occurrences of the previous character or expression | **{n,m}** | **10{1,3}** finds "10," "100," and "1000." |
| One or more occurrences of the previous character or expression  | **@** | **lo@t** finds "lot" and "loot." |
| Any wildcard character | **\***wildcard\_character* | **[\?]** finds all question mark wildcard characters, **[\\*]** finds all asterisk wildcard characters, and so on.  |
| To group characters and establish orders of evaluation | **()** | Use parentheses (also called round brackets) to create complex regular expressions. The example earlier in this column, and the reference article [Putting regular expressions to work in Word](http://office.microsoft.com/en-us/support/redir/HA001087304.aspx?CTT=5&origin=HA001087305), demonstrate some of the ways you can use parentheses. |

<http://office.microsoft.com/en-us/support/add-power-to-word-searches-with-regular-expressions-HA001087305.aspx?redir=0>

To replace a camel case “Hump” with “X”…

Find ([A-Za-z0-9])Hump([!a-z])

Replace \1X\2