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What is the shortcut key for zooming in word

Save the VBA code (Ctrl+S) and close the VBA Editor Using TECHIE007's instructions, I then would bind: ZoomInCoarse to Ctrl+Shift+Numpad + ZoomOutCoarse to Ctrl+Shift+Numpad - ZoomInFine to Ctrl+Alt+Shift+Numpad + ZoomOutFine to Ctrl+Alt+Shift+Numpad - This form of the code allows a tunable rate of zoom, with automatic detection of zoom limits to avoid VBA runtime errors. I am looking for something simple like "ctrl + " like you can do in a browser. You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use. For example, other rights such as publicity, privacy, or moral rights may limit how you use the material. There are a couple of ways you can approach this task. The first is to utilize the Zoom dialog box, which gives you precise control over the way you zoom. I've described those macros in an earlier WordTips: As described in that tip, all you need to do is to assign them keyboard shortcuts and you can easily zoom in and out with a single keypress. The licensor cannot revoke these freedoms as long as you follow the license terms. I would take TECHIE007's answer a step further, by adding the following code to a module in Normal.dotm: Const FineZoom As Double = 5 Const CoarseZoom As Double = 25 Const MaxZoom As Double = 500 Const MinZoom As Double = 10 Sub ZoomInFine() With ActiveWindow.View If .Zoom = (MinZoom + FineZoom) Then .Zoom = .Zoom - FineZoom End With End Sub Sub ZoomInCoarse() With ActiveWindow.View If .Zoom = (MinZoom + CoarseZoom) Then .Zoom = .Zoom - CoarseZoom End With End Sub To do this, open a blank document in Word, and then: Open the VBA Editor by pressing Alt+F11 Find "Normal" in the Project Explorer, right-click, then select 'Insert' and 'Module' Copy and paste the above code into the newly-created, blank code module. I also find that using the Zoom dialog box is a bit more involved than what I normally want to do. If the fine and/or coarse zoom rates, or the zoom limits, are not to one's liking, they can readily be changed. When you press Enter the settings are saved and the dialog box closed. Modern graphics cards make zooming windows practical in a way unthinkable twenty years ago.A lot more people will use Zoom shortcuts in Word than the more obscure hyphen and paragraph spacing keystrokes.That said, Microsoft could do a better job explaining the downside of changes and showing how to restore the existing shortcuts for those who prefer them.According to Microsoft, the new shortcuts work in these versions of Insiders (beta) of Word 365."Windows: Version 16.0.15631.20174 or later" This is strange because the current Winword numbering system is version/build e.g. Version 2304 (Build 16307.20006) on the Account pane in the beta current release. The Zoom dialog box. You can kick the Magnifier tool into gear by holding down the Windows key (the one that has the Windows logo on it) and pressing the + key on the numeric keypad. Personally, I find the Magnifier tool a bit clunky for this purpose—it magnifies (as its name says); it doesn't zoom. Attribution — You must give appropriate credit , provide a link to the license, and indicate if changes were made . No additional restrictions — You may not apply legal terms or technological measures that legally restrict others from doing anything the license permits. What's new are the keyboard shortcuts for zooming.That sounds great but several long-standing Word key shortcuts have to either change or, more likely, get deleted entirely.Here's a summary of the coming changes to Word for Windows/Mac keyboard shortcuts.CommandCurrent ShortcutNew shortcutCommand Name *Zoom OutnoneCtrl + - Mac: Cmd + -ViewZoomInZoom InnoneCtrl + +Mac: Cmd + +ViewZoomOut100% ZoomnoneCtrl + 0Mac: Cmd + 0Zoom100Subscript2Ctrl + +Mac: Cmd + +Ctrl + Shift + -Mac: Cmd + Shift + -SubscriptSuperscript2Ctrl + Shift + +Mac: Cmd + Shift + +no changeSuperscriptOptional HyphenCtrl + -Mac: Cmd + -Nothing!Common Symbols | Optional HyphenNon-breaking HyphenCtrl + Shift + -Mac: Cmd + Shift + -Nothing!Common Symbols | Nonbreaking HyphenAdd or remove one line space preceding a paragraphCtrl + 0Mac: Cmd + 0Nothing!OpenOrCloseUpPara* Command Name: use this to assign a different key shortcut at Customize Keyboard.There's a problem - Ctrl + + is already a long-standing keyboard shortcut for subscript formatting.Microsoft is changing subscript shortcut (toggle) to Ctrl + Shift + -Superscript (toggle) remains as Ctrl + Shift + +It's a similar problem with Ctrl + - which has inserted an optional hyphen for as long as anyone can remember.Same with the non-breaking hyphen which is at Ctrl + Shift + - but not for much longer.Microsoft's 'solution' is dropping both keyboard shortcuts completely!You'll have to use either Insert | Symbol | Special Characters OR Customize Keyboard and the Common Symbols list to either restore the original shortcuts or make new shortcuts.Another less well-known shortcut has a long name "Add or remove one line space preceding a paragraph" which was quickly access via Ctrl + 0That will become the Zoom 100% shortcut with no replacement.These changes are a right pain, especially the change of subscript to Ctrl + Shift + - but it's probably for the best.Back when Word was first unleashed (forty years ago!) there were no browsers, let alone zooming shortcuts. You can then use the Tab key to select different settings. There's only one built-in zoom command, to set ... WordTips is your source for cost-effective Microsoft Word training. Share — copy and redistribute the material in any medium or format for any purpose, even commercially. Press the Windows key again and then the – (minus) key and the screen goes back to normal. The behavior could be further customized by, e.g., adding macros that set particular favorite levels of zoom and binding shortcut keys. He wonders, though, if there is a keyboard shortcut that allows him to zoom in and out so that he doesn't need to use the mouse. Adapt — remix, transform, and build upon the material for any purpose, even commercially. Since then, the zoom feature in browsers with shortcuts has become a de-facto standard. The Zoom dialog box pops into view. Another approach is to rely on the accessibility features of Windows. The license may not give you all of the permissions necessary for your intended use. Mac: Version 16.67.1113.0 or later Subscript and Superscript in Word and Office How do you zoom in and out in Word 2016 with keyboard shortcuts? No warranties are given. ShareAlike — If you remix, transform, or build upon the material, you must distribute your contributions under the same license as the original. You do not have to comply with the license for elements of the material in the public domain or where your use is permitted by an applicable exception or limitation . The screen is magnified. You can display it using the keyboard by pressing Alt+W (which displays the View tab of the ribbon) and then pressing Q. For that reason, I rely on a couple of custom macros to do my zooming. (Microsoft Word is the most popular word processing software in the world.) This tip (13351) applies to Microsoft Word 2007, 2010, 2013, 2016, 2019, 2021, and Word in Microsoft 365. Microsoft is adding zoom shortcuts to Word for Windows and Mac to make Word more 'browser like' but to do that they're changing long-standing keyboard shortcuts.These are keyboard shortcuts you might be using in a web browser and they already work for documents for Word in a browser.Zoom OUT Ctrl + - (dash) Mac: Cmd + - Zoom IN Ctrl + + Mac: Cmd + +100% (default) Zoom Ctrl + 0 Mac: Cmd + 0Zoom In/Out - with a mouse wheel, hold down the Ctrl key and ScrollWord has been able to Zoom for some time, most obviously from the zoom slider at bottom right and the in-built commands. Oliver knows he can use the scroll wheel on the mouse to zoom in and out in his documents. (See Figure 1.) Figure 1.

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