Microsoft Word Keyboard Shortcuts

Display and use windows

ALT+TAB	Switch to the next window.
ALT+SHFT+TAB	Switch to the previous window.
CTRL+W or CTRL+F4	Close the active window.
CTRL+F10	Maximize or restore a selected window.
PRINT SCREEN	Copy a picture of the screen to the Clipboard.

Use dialog boxes

TAB	Move to the next option or option group.
SHFT+TAB	Move to the previous option or option group.
Arrow keys	Move between options in an open drop-down list, or between options in a group of options.
SPACEBAR	Perform the action assigned to the selected button; select or clear the selected check box.
ESC	Close a selected drop-down list; cancel a command and close a dialog box.
ENTER	Run the selected command.

Use edit boxes within dialog boxes

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

Use the Open and Save As dialog boxes

F12	Display the Save As dialog box.
ENTER	Open the selected folder or file.
BACKSPACE	Open the folder one level above the selected folder.
DELETE	Delete the selected folder or file.
SHFT+F10	Display a shortcut menu for a selected item such as a folder or file.
TAB	Move forward through options.
SHFT+TAB	Move back through options.

Undo and redo actions

ESC	Cancel an action.
CTRL+Z	Undo an action.
CTRL+Y	Redo or repeat an action.

Access and use available actions

SHFT+F10	Display the shortcut menu for the selected item.
Arrow keys	Move between options in a menu of available actions.
ENTER	Perform the action for the selected item on a menu of available actions.
ESC	Close the available actions menu or message.

Common tasks in Microsoft Word

CTRL+B	Make letters bold.
CTRL+I	Make letters italic.
CTRL+U	Make letters underline.
CTRL+SHFT+<	Decrease font size one value.
CTRL+SHFT+>	Increase font size one value.
CTRL+[	Decrease font size 1 point.
CTRL+]	Increase font size 1 point.
CTRL+SPACEBAR	Remove paragraph or character formatting.
CTRL+C	Copy the selected text or object.
CTRL+X	Cut the selected text or object.

CTRL+V	Paste text or an object.
CTRL+ALT+V	Paste special
CTRL+SHFT+V	Paste formatting only
CTRL+Z	Undo the last action.
CTRL+Y	Redo the last action.
CTRL+SHFT+G	Open the Word Count dialog box.

Create, view, and save documents

CTRL+N	Create a new document.
CTRL+O	Open a document.
CTRL+W	Close a document.
ALT+CTRL+S	Split the document window.
ALT+SHFT+C or ALT+CTRL+S	Remove the document window split.
CTRL+S	Save a document.

Find, replace, and browse through text

CTRL+F	Open the Navigation task pane (to search document).
ALT+CTRL+Y	Repeat find (after closing Find and Replace window).

CTRL+H	Replace text, specific formatting, and special items.
CTRL+G	Go to a page, bookmark, footnote, table, comment, graphic, or other location.

Switch to another view

ALT+CTRL+P	Switch to Print Layout view.
ALT+CTRL+O	Switch to Outline view.
ALT+CTRL+N	Switch to Draft view.

Print and preview documents

CTRL+P	Print a document.

Review documents

ALT+CTRL+M	Insert a comment.
CTRL+SHFT+E	Turn change tracking on or off.

Full Screen Reading view

HOME	Go to beginning of document.
END	Go to end of document.
ESC	Exit reading layout view.

References, footnotes, and endnotes

ALT+SHFT+O	Mark a table of contents entry.
ALT+SHFT+X	Mark an index entry.
ALT+CTRL+F	Insert a footnote.
ALT+CTRL+D	Insert an endnote.

Delete text and graphics

BACKSPACE	Delete one character to the left.
CTRL+BACKSPACE	Delete one word to the left.
DELETE	Delete one character to the right.
CTRL+DELETE	Delete one word to the right.
CTRL+X	Cut selected text to the Office Clipboard.
CTRL+Z	Undo the last action.

Copy and move text and graphics

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

Insert special characters

SHFT+ENTER	A line break
CTRL+ENTER	A page break
CTRL+SHFT+ENTER	A column break

Select text and graphics in a table

TAB	Select the next cell's contents.
SHFT+TAB	Select the preceding cell's contents.

Move through your document

LEFT ARROW	One character to the left
RIGHT ARROW	One character to the right
CTRL+LEFT ARROW	One word to the left
CTRL+RIGHT ARROW	One word to the right
CTRL+UP ARROW	One paragraph up
CTRL+DOWN ARROW	One paragraph down
SHFT+TAB	One cell to the left (in a table)
TAB	One cell to the right (in a table)
UP ARROW	Up one line

DOWN ARROW	Down one line
END	To the end of a line
HOME	To the beginning of a line
PAGE UP	Up one screen (scrolling)
PAGE DOWN	Down one screen (scrolling)
CTRL+PAGE DOWN	To the top of the next page
CTRL+PAGE UP	To the top of the previous page
CTRL+END	To the end of a document
CTRL+HOME	To the beginning of a document
SHFT+F5	To a previous revision

Move around in a table

TAB	To the next cell in a row
SHFT+TAB	To the previous cell in a row
ALT+HOME	To the first cell in a row
ALT+END	To the last cell in a row
ALT+PAGE UP	To the first cell in a column

ALT+PAGE DOWN	**To the last cell in a column**
UP ARROW	**To the previous row**
DOWN ARROW	**To the next row**
ALT+SHFT+UP ARROW	**Row up**
ALT+SHFT+DOWN ARROW	**Row down**

Insert paragraphs and tab characters in a table

ENTER	**New paragraphs in a cell**
CTRL+TAB	**Tab characters in a cell**

Copy formatting

CTRL+SHFT+C	**Copy formatting from text.**
CTRL+SHFT+V	**Apply copied formatting to text.**

Change or resize the font

CTRL+SHFT+F	**Open the Font dialog box to change the font.**
CTRL+SHFT+>	**Increase the font size.**
CTRL+SHFT+<	**Decrease the font size.**
CTRL+]	**Increase the font size by 1 point.**

CTRL+[	Decrease the font size by 1 point.

Apply character formats

CTRL+D	Open the Font dialog box to change the formatting of characters.
SHFT+F3	Change the case of letters.
CTRL+SHFT+A	Format all letters as capitals.
CTRL+B	Apply bold formatting.
CTRL+U	Apply an underline.
CTRL+SHFT+W	Underline words but not spaces.
CTRL+SHFT+D	Double-underline text.
CTRL+SHFT+H	Apply hidden text formatting.
CTRL+I	Apply italic formatting.
CTRL+SHFT+K	Format letters as small capitals.
CTRL+EQUAL SIGN	Apply subscript formatting (automatic spacing).
CTRL+SHFT+PLUS SIGN	Apply superscript formatting (automatic spacing).
CTRL+SPACEBAR	Remove manual character formatting.
CTRL+SHFT+Q	Change the selection to the Symbol font.

View and copy text formats

CTRL+SHFT+C	Copy formats.
CTRL+SHFT+V	Paste formats.

Set the line spacing

CTRL+1	Single-space lines.
CTRL+2	Double-space lines.
CTRL+5	Set 1.5-line spacing.
CTRL+0 (zero)	Add or remove one line space preceding a paragraph.

Align paragraphs

CTRL+E	Switch a paragraph between centered and left-aligned.
CTRL+J	Switch a paragraph between justified and left-aligned.
CTRL+R	Switch a paragraph between right-aligned and left-aligned.
CTRL+L	Left align a paragraph.
CTRL+M	Indent a paragraph from the left.
CTRL+SHFT+M	Remove a paragraph indent from the left.
CTRL+Q	Remove paragraph formatting.

Apply paragraph styles

ALT+CTRL+1	**Apply the Heading 1 style.**
ALT+CTRL+2	**Apply the Heading 2 style.**
ALT+CTRL+3	**Apply the Heading 3 style.**

Function keys

F1	**Get Help or visit Microsoft Office.com.**
F2	**Move text or graphics.**
F4	**Repeat the last action.**
F5	**Choose the Go To command (Home tab).**
F6	**Go to the next pane or frame.**
F7	**Choose the Spelling command (Review tab).**
F8	**Extend a selection.**
F9	**Update the selected fields.**
F10	**Show KeyTips.**
F11	**Go to the next field.**
F12	**Choose the Save As command.**

Microsoft Excel Shortcut Keys

Shortcut Key	Action
Arrow Keys	Move one cell up, down, left, or right in a worksheet.
Ctrl+F	Display the Find and Replace dialog box (with Find selected).
Ctrl+G (Or F5)	Display the 'Go To' dialog box.
Ctrl+H	Display the Find and Replace dialog box (with Replace selected).
Ctrl+Home	Move to the beginning of a worksheet.
Home	Move to the beginning of a row in a worksheet.
Home/End	Inside a cell: Move to the beginning / to the end of a cell entry.
Page Down/Page Up	Move one screen down / one screen up in a worksheet.
Shift+F4	Repeat last find.
Tab/Shift+Tab	Move one cell to the right / to the left in a worksheet.
Work With Data Selections (Select Cells)	
Ctrl+Shift+O	Select all cells with comments.
Ctrl+Space	Select the entire column.

Shift+Space	**Select the entire row.**

Manage Active Selections

Ctrl+Backspace	**Show active cell within selection.**
Enter/Shift+Enter	**Move active cell down / up in a selection.**
Esc	**Cancel Selection.**
Shift+Backspace	**Select only the active cell when multiple cells are selected.**
Tab/Shift+Tab	**Move active cell right / left in a selection.**
Shift+Arrow Left/Shift+Arrow Right	**Select or unselect one character to the left / to the right.**
Ctrl+Shift+Arrow Left/Ctrl+Shift+Arrow Right	**Select or unselect one word to the left / to the right.**
Shift+Home/Shift+End	**Select from the insertion point to the beginning / to the end of the cell.**

Insert And Edit Data (Undo / Redo Shortcuts)

Ctrl+Z	**Undo last action (multiple levels).**
Ctrl+Y	**Redo last action (multiple levels).**

Work With Clipboard

Ctrl+C	**Copy contents of selected cells.**
Ctrl+X	**Cut contents of selected cells.**

Ctrl+V	Paste content from clipboard into selected cell.
F2	Edit the active cell with cursor at end of the line.
Alt+Enter	Start a new line in the same cell.
Backspace	Delete the character to the left of the insertion point, or delete the selection.
Ctrl+Delete	Delete text to the end of the line.
Delete	Delete the character to the right of the insertion point, or delete the selection.
Enter	Complete a cell entry and move down in the selection
Esc	Cancel a cell entry.

Edit Active Or Selected Cells

Ctrl+- With Row / Column Selected	Delete row / delete column.
Ctrl+Shift++	Insert Cell/Row/Column Menu
Ctrl+Shift++ With Row / Column Selected	Insert row/ insert column.
Shift+F2	Insert / Edit a cell comment.
Shift+F10, Then M	Delete comment.
Ctrl+K	Insert a hyperlink.

Hide And Show Elements

Ctrl+9	Hide the selected rows.
Ctrl+Shift+9	Unhide any hidden rows within the selection.
Ctrl+0 (Zero)	Hide the selected columns.
Ctrl+Shift+0 (Zero)	Unhide any hidden columns within the selection*.
Alt+Shift+Arrow Right	Group rows or columns.
Alt+Shift+Arrow Left	Ungroup rows or columns.

Adjust Column Width And Row Height

Alt+O, Ca	Adjust Column width to fit content. Select complete column with Ctrl+Space first
Alt+O, Cw	Adjust Columns width to specific value: Option, Cow, width
Alt+O, Ra	Adjust Row height to fit content: Option, Row, Adjust
Alt+O, Re	Adjust Row height to specific value: Option, Row, Height

Format Data (Format Cells)

Ctrl+1	Format cells dialog.
Ctrl+B (Or Ctrl+2)	Apply or remove bold formatting.
Ctrl+I (Or Ctrl+3)	Apply or remove italic formatting.
Ctrl+U (Or Ctrl+4)	Apply or remove an underline.

Formulas And Names (Formulas)

=	**Start a formula.**
Alt+=	**Insert the AutoSum formula.**
Shift+F3	**Display the Insert Function dialog box.**
Ctrl+A	**Display Formula Window after typing formula name.**
Ctrl+Shift+A	**Insert Arguments in formula after typing formula name. .**
Shift+F3	**Insert a function into a formula.**
Ctrl+Shift+Enter	**Enter a formula as an array formula.**
F9	**Calculate all worksheets in all open workbooks.**
Shift+F9	**Calculate the active worksheet.**
Ctrl+Shift+U	**Toggle expand or collapse formula bar.**

Various Excel Features

Ctrl+O	**Open File.**
Ctrl+S	**Save the active file with its current file name, location, and file format.**
F12	**Display the Save As dialog box.**
Ctrl+P	**Print File (Opens print menu).**

F1	Display the Excel Help task pane.
F7	Display the Spelling dialog box.
Shift+F7	Display the Thesaurus dialog box.
Alt+F8	Display the Macro dialog box.

Work With Smart Art Graphics

Shortcut Key	Action
Esc	Remove Focus from Selection.
F2	Edit Selection Text in if possible (in formula bar).

Microsoft PowerPoint Shortcut Keys

Shortcut Key	Action
Start a presentation from the beginning.	F5
Start a presentation from the current slide.	Shift+F5
Stop or restart an automatic presentation.	S
Go to the next slide, if the next slide is hidden.	H
Go to the last slide.	End
Close Presenter View.	Esc