

## Keyboard shortcuts

Keyboard shortcuts can save time and the effort of switching from the keyboard to the mouse to execute simple commands. Print this list of Word keyboard shortcuts and keep it by your computer for a quick reference.

### WORD

**Note:** A + plus sign indicates that the keys need to be pressed at the same time.

Action	Keystroke
<b>Document actions</b>	
Open a file	CTRL+ <span style="background-color: #FFD700;">+</span> O
New file	CTRL+N
Close a file	CTRL+W
Save As	F12
Save	CTRL+S or SHIFT+F12
Print Preview	CTRL+F2
Print	CTRL+P
Show/Hide paragraph symbols	CTRL+*
Spelling and grammar	F7
Help	F1
Find	CTRL+F
Replace	CTRL+H
Go To	CTRL+G

Action	Keystroke
<b>Text Style</b>	
Font face	CTRL+SHIFT+F
Font size	CTRL+SHIFT+P
Bold	CTRL+B
Italics	CTRL+I
Underline	CTRL+U
Double underline	CTRL+SHIFT+D
Word underline	CTRL+SHIFT+W
All caps	CTRL+SHIFT+A
Change case	SHIFT+F3
Subscript	CTRL+=
Superscript	CTRL+SHIFT+=
Make web hyperlink	CTRL+K

<b>Cursor movement</b>	
Select all - entire document	CTRL+A
Select from cursor to beginning of line	SHIFT+Home
Select from cursor to end of line	SHIFT+END
Go to beginning of line	HOME
Go to end of line	END
Go to beginning of document	CTRL+Home
Go to end of document	CTRL+End

<b>Tables</b>	
Go to next cell	Tab
Go to previous cell	SHIFT+Tab
Go to beginning of column	ALT+PageUp
Highlight to beginning of column	ALT+SHIFT+PageUp
Go to end of column	ALT+PageDown
Highlight to end of column	ALT+SHIFT+PageDown
Go to beginning of row	ALT+Home
Highlight to beginning of row	ALT+SHIFT+Home
Go to end of row	ALT+End
Highlight to end of row	ALT+SHIFT+End
Column break	CTRL+SHIFT+Enter

Action	Keystroke
<b>Formatting</b>	
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Undo	CTRL+Z
Redo	CTRL+Y
Format painter	CTRL+SHIFT+C
Left alignment	CTRL+L
Center alignment	CTRL+E
Right alignment	CTRL+R
Justified	CTRL+J
Delete previous word	CTRL+Backspace
Apply bulleted list	CTRL+SHIFT+L
Indent	CTRL+M
Page break	CTRL+Enter

Action	Keystroke
<b>Miscellaneous</b>	
Copyright symbol - ©	ALT+CTRL+C
Date field	ALT+SHIFT+D
Go to footnotes	ALT+CTRL+F
Show/Hide ¶	CTRL+SHIFT+8
Thesaurus	SHIFT+F7

## EXCEL

**Note:** A plus sign indicates that the keys need to be pressed at the same time.

Action	Keystroke
<b>Document actions</b>	
Open a file	CTRL+O
New file	CTRL+N
Save As	F12
Save	CTRL+S
Print	CTRL+P
Find	CTRL+F
Replace	CTRL+H
Go to	F5

<b>Cursor Movement</b>	
One cell up	up arrow
One cell down	down arrow
One cell right	Tab
One cell left	SHIFT+Tab
Top of worksheet (cell A1)	CTRL+Home
End of worksheet (last cell with data)	CTRL+End
End of row	Home

Action	Keystroke
<b>Selecting Cells</b>	
All cells left of current cell	SHIFT+left arrow
All cells right of current cell	SHIFT+right arrow
Entire column	CTRL+Spacebar
Entire row	SHIFT+Spacebar
Entire worksheet	CTRL+A

<b>Text Style</b>	
Bold	CTRL+B
Italics	CTRL+I
Underline	CTRL+U
Strikethrough	CTRL+5

<b>Formatting</b>	
Edit active cell	F2
Format as currency with 2 decimal places	SHIFT+CTRL+\$
Format as percent with no	SHIFT+CTRL+%

End of column	CTRL+left arrow
Move to next worksheet	CTRL+PageDown

Formulas	
Apply AutoSum	ALT+=
Current date	CTRL+;
Current time	CTRL+:
Spelling	F7
Help	F1
Macros	ALT+F8

decimal places	
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Undo	CTRL+Z
Redo	CTRL+Y
Format cells dialog box	CTRL+1

## POWERPOINT

Action	Keystroke
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Document actions	
Open a presentation	CTRL+O
New presentation	CTRL+N
Save As	F12
Save	CTRL+S
Print	CTRL+P
Help	F1

Presentation actions	
Begin slide show	F5
Next slide	ENTER or Down arrow key
Previous slide	BACKSPACE or Up arrow key
Activate pen tool	CTRL+P
Erase pen strokes	E
Deactivate pen tool	CTRL+A
Show/Hide black screen	B
Show/Hide white screen	W
Show/Hide pointer & button	A
End slide show	ESC

Action	Keystroke
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Formatting	
Select all	CTRL+A
Copy	CTRL+C
Cut	CTRL+X
Paste	CTRL+V
Undo	CTRL+Z
Redo	CTRL+Y
Bold	CTRL+B
Italics	CTRL+I
Underline	CTRL+U
Left justified	CTRL+L
Center justified	CTRL+E
Right justified	CTRL+R
Promote list item	ALT+SHIFT+Left arrow
Demote list item	ALT+SHIFT+Right arrow or TAB

Editing	
Find	CTRL+F
Replace	CTRL+H
Insert hyperlink	CTRL+K
New slide	CTRL+M
Spell checker	F7
Macros	ALT+F8

Run the slide show and press the F1 key to view all keyboard shortcuts applicable when running a slide show.

## ACCESS

Action	Keystroke
<b>Database actions</b>	
Open existing database	CTRL+O
Open a new database	CTRL+N
Save	CTRL+S
Save record	SHIFT+ENTER
Print	CTRL+P
Display database window	F11
Find and Replace	CTRL+F
Copy	CTRL+C
Cut	CTRL+X
Paste	CTRL+V
Undo	CTRL+Z
Help	F1
Toggle between Form and Design view	F5
<b>Other</b>	
Insert line break in a memo field	CTRL+ENTER
Insert current date	CTRL+;
Insert current time	CTRL+:
Copy data from previous record	CTRL+'
Add a record	CTRL++
Delete a record	CTRL+-