

Common Key Commands for MS Office

Ctrl N= New file
Ctrl A= Select All
Ctrl S= Save
Ctrl B= Bold
Ctrl U= Underline
Ctrl I= Italics
Ctrl C= Copy
Ctrl V= Paste
Ctrl X= Cut
Ctrl Z= Undo
Ctrl Y= Redo

Ctrl O= Open File
Ctrl P= Print File
Ctrl W= Close Open File
Ctrl F= Find (in Word, opens Navigation Pane)
Ctrl G= Go To
Ctrl H= Replace
Ctrl K= Insert Hyperlink
Ctrl F1= Show/ Hide Task Pane
F12= Save As
F7= Spell Checker
F1= Help

Ctrl Tab = Switch windows active program

Alt Tab = Change active program

Alt = Turns on Keyboard Navigation of software

EXCEL

WORD

POWERPOINT

F4 = Address Absolute	Ctrl R = Right Align	Ctrl M = New Slide
Ctrl ; = Insert Date	Ctrl L = Left Align	F5 = Play Slideshow
Ctrl Shift : = Insert Time	Ctrl E = Center Align	Shift F5 = Play Slideshow from current slide
F11 = create chart form data	Ctrl Home = Begin of Doc	F2 = Select Object or Text
Ctrl F2 = Print Preview	Ctrl End = End of Doc	Shift Tab = Promotes level in List or Outline view
F11 = Create Chart	Alt F9 = Show Formulas	Tab = Demotes level in List or Outline view
Ctrl ~ =Show Formulas	Ctrl Tab = Tabbing in Table	Ctrl Enter = Move to next object, on last object create new slide
Ctrl I = Format Cells	Ctrl Enter = Page Break	Ctrl R = Right Align
Shift Spacebar = Select a line	Ctrl Shift K = Small Caps	Ctrl L = Left Align
Ctrl Spacebar = Select a column	Shift F3 = Change Case	Ctrl E = Center Align
Ctrl E = Flash fill (13-16 versions)	F4 = Repeat Last Action	