Keyboard Shortcuts

General Keyboard Shortcuts

Shortcut Keys	Description	Shortcut Keys	Description
Ctrl + A	Select All	Ctrl + O	Open a File
Ctrl + C	Copy	Ctrl + W	Close a File
Ctrl + X	Cut	Ctrl + B	Bold Font
Ctrl + V	Paste	Ctrl +U	Underline Font
Ctrl + Z	Undo Last Action	Ctrl +I	Italicize Font
Ctrl + Y	Redo Last Action	Ctrl + dragging an item	Copies the Item
Ctrl + S	Save	Print Screen	Captures Picture of Desktop
Ctrl + P	Print	Alt + Print Screen	Captures picture of Active Window

Windows 7 Operating Systems with PC Keyboard that has Windows Logo Key

Shortcut Keys	Description	Shortcut Keys	Description
	Opens and closes the start menu	+ M	Minimizes all windows
+ T	Scrolls through items on the Taskbar	+ Shift + M	Restores all open windows
+ Ctrl + Tab	Flip advances through open windows	+ D	Displays the desktop
+ Up Arrow	Maximizes the active window	+ Spacebar	Open windows become transparent
+ Down Arrow	Minimizes/restores the active window	+ F or F3	Opens a Search dialog box
+ Left Arrow	Snaps window to left side of monitor	+ E	Opens Windows Explorer
+ Right Arrow	Snaps window to right side of monitor	+ L	Locks the computer
+ Home	Minimize all but the active window	+ R	Opens the Run dialog box
+ (+/-)	Zooms display and opens Magnifier	+ P	Open presentation settings
+ G	Brings all Gadgets to the top	+ U	Opens Ease of Access Center
+ X	Opens Windows Mobility Center	+ Tab	Opens Windows Flip Selection

Windows XP Operating Systems with PC Keyboard that has Windows Logo Key

Shortcut Keys	Description	Shortcut Keys	Description
	Opens and closes the start menu	+ M	Minimizes all windows
+ D	Displays the desktop	+ Shift + M	Restores all open windows
+ E	Opens Windows Explorer	+ F or F3	Opens a Search dialog box
+ Up Arrow	Maximizes the active window	+ R	Opens the Run dialog box
+ L	Locks the computer	+ U	Opens Ease of Access Center

Microsoft Word Keyboard Shortcuts

Text Style

Shortcut Keys	Description	Shortcut Keys	Description
Ctrl + Shift + D	Double Underline	Ctrl + Shift + >	Increase Font Size
Ctrl + Shift + W	Word Underline	Ctrl + Shift + <	Decrease Font Size
Ctrl + Shift + A	All Uppercase	Ctrl + A	Select All
Shift + F3	Change Case	Ctrl + B	Bold Selected
Ctrl + =	Subscript	Ctrl + C	Copy Selected
Ctrl + Shift + =	Superscript	Ctrl + D	Open Font Dialog Box
Ctrl + K	Make Selected a Hyperlink	Ctrl + I	Italicize Selected
Ctrl + M	Indent Paragraph	Ctrl + U	Underline Selected
Alt + Ctrl + S	Split Window	Ctrl + Shift + F and Arrow keys	Select New Font

Formatting

Shortcut Keys	Description	Shortcut Keys	Description
Ctrl + Enter	Page Break	Ctrl + Shift + Arrow Keys	Select Blocks of Text
Ctrl + L	Left Align Selected	Shift + Arrow Keys	Select Text
Ctrl + E	Center Align Selected	Ctrl + Backspace	Delete Previous Word
Ctrl + R	Right Align Selected	Ctrl + Shift + L	Apply Bulleted List
Ctrl + J	Justify Align Selected	Ctrl + M	Indent
Ctrl + Delete	Delete Word to the Right	Ctrl + Backspace	Delete Word to the Left

Cursor Movement

Shortcut Keys	Description	Shortcut Keys	Description
Ctrl + A	Select Entire Document	Shift + Home	Select from Cursor to Start of Line
Home	Go to Start of Line	Shift + End	Select from Cursor to End of Line
End	Go to End of Line	Ctrl + Home	Go to Start of Document
Page Down	Next Page	Ctrl + End	Go to End of Document
Ctrl + Right Arrow	Next Word	Ctrl + Left Arrow	Previous Word
Ctrl + G	Go to Specific Page	Shift + Enter	Insert a Soft Return

Microsoft Excel Keyboard Shortcuts

Navigating Worksheets and Selecting Cells

Shortcut Keys	Description	Shortcut Keys	Description
Ctrl + Page Up	Switches Between Worksheet Tabs – Left to Right	Ctrl + Page Down	Switches Between Worksheet Tabs – Right to Left
Ctrl + Right or Left Arrow	Navigate Ribbon Commands	Ctrl + Home	Return to Cell A1 (Home)
Shift + F11	New Worksheet	Ctrl + End	Move to last Cell and Column
Cursor Arrow Keys	Navigate Between Cells	Ctrl + A	Select entire workbook
Home	Go to Col. A of current Row	Ctrl + Shift + End	Extends selection to last USED cell (lower right-hand corner)
Page Up or Down	Scroll up or down 1 page	Ctrl + Shift + Arrow Key	Extend the range of selected cells
Alt + Page Up or Down	Scroll left or right 1 page	Shift + Arrow Key	Extend the selection of cells by 1
Shift + Spacebar	Select Entire Row	Ctrl + Spacebar	Select Entire Column
Alt + Enter	Starts a new line in the same cell	Ctrl + Enter	Fills the selected cell range with the current entry
Shift + Enter	Completes a cell entry and selects the cell above.	Ctrl + Shift + Home	Extends the selection of cells to the beginning of the worksheet

Formatting Cells

Shortcut Keys	Description	Shortcut Keys	Description
Ctrl + Shift + **!**	Applies the Number Format to Selected Cell (s)	Ctrl + Shift + @	Applies the Time Format to Selected Cell (s)
Ctrl + Shift + **#**	Applies the Date Format to Selected Cell (s)	Ctrl + Shift + **$**	Applies the Currency Format to Selected Cell (s)
Ctrl + Shift + **%**	Applies the Percentage Format to Selected Cell (s)	Ctrl + Shift + **^**	Applies the Exponential Number Format to Selected Cell (s)
Ctrl + Shift + **&**	Applies the Outline Border to Selected Cell (s)	Ctrl + Shift + _	Applies the Outline Border to Selected Cell (s)Ctrl + Shift
Ctrl + Shift + **~**	Applies the General Format to Selected Cell (s)	Ctrl + Shift + **:**	Enters the Current Time
Ctrl + Shift + **;**	Enters the Current Date	Ctrl + Shift + **‘**	Alternates Between Displaying Value or Formula
Ctrl + Shift + **1**	Displays **Format Cells** Dialog Box	Ctrl + B	Applies **Bold** Formatting
Ctrl + C	**Copies** the selected cell(s)	Ctrl + D	Uses **Fill Down** to Copy contents of topmost selected cell(s) into cells below
Ctrl + F	Displays **Find and Replace** Dialog Box	Ctrl + G	Displays **Go To** Dialog Box
Ctrl + I	Applies or Removes **Italic** Formatting	Ctrl + K	Displays **Insert Hyperlink** Dialog Box
Ctrl + R	Uses **Fill Right** Command to Copy contents of Leftmost selected cell(s) into the cells to the right	Ctrl + T	Displays **Create Table** Dialog Box

Microsoft Outlook Keyboard Shortcuts

Basic Navigation

Shortcut Keys	Description	Shortcut Keys	Description
Ctrl + 1	Select Mail Folder	Ctrl + Comma	Next Item (such as email)
Ctrl + 2	Select Calendar Folder	Ctrl + Period	Previous Item (such as email)
Ctrl + 3	Select Contacts Folder	Ctrl + Shift + Tab	Switch between Folder List and main Outlook Window
Ctrl + 4	Select Tasks Folder	Arrow Keys	Move around within the Navigation Pane
Ctrl + 5	Select Notes Folder	Ctrl + Y	Go to a different folder
Ctrl + 6	Select Folder List in Navigation Pane	Plus or Minus keys on numeric keypad	Expand or Collapse a group on the Navigation Pane
Ctrl + 7	Switch to Shortcuts	Left and Right Arrow Keys	Expand or Collapse a in the email message list
Ctrl + Shift + I	Switch to Inbox	Ctrl + Shift + O	Switch to Outbox

Create an Item or File

Shortcut Keys	Description	Shortcut Keys	Description
Ctrl + Shift + A	New Appointment	Ctrl + Shift + C	New Contact
Ctrl + Shift + M	New Email Message	Ctrl + Shift + K	New Task
Ctrl + Shift + L	New Distribution List	Ctrl + Shift + E	New Folder
Ctrl + Shift + Q	New Meeting Request	Ctrl + Shift + N	New Note
Ctrl + Shift + H	New Office Document	Ctrl + Shift + P	New Search Folder
Ctrl + Shift + U	New Task Request	Ctrl + Shift + J	New Journal Entry

Email Shortcuts

Shortcut Keys	Description	Shortcut Keys	Description
Ctrl + R	Reply to a Message	Ctrl + Shift + R	Reply All to a message
Ctrl + M	Check for New Email Message	Ctrl + Shift + M	New Email Message
Ctrl + Shift + S	Move to Folder	Ctrl + N	New Email Message (in Mail Folder)
Ctrl + O	Open a received Message	Ctrl + Q	Mark a message as Read
Ctrl + Shift + B	Open the Address Book	Insert	Add a Quick Flag to a Message

For all Items

Shortcut Keys	Description	Shortcut Keys	Description
Alt + S	Save and Close, Send, Post	Ctrl + Shift + V	Move Item
Ctrl + K	Check Names	F7	Check Spelling
Ctrl + Shift + G	Flag for Follow up	Ctrl + F	Forward
Ctrl + E	Find Items	F4	Search for Text in Items
Shift + F4	Find next during Text Search	Ctrl + Shift F	Use Advanced Search

Microsoft PowerPoint Keyboard Shortcuts

Basic Navigation

Shortcut Keys	Description	Shortcut Keys	Description
Ctrl + Right or Left Arrow	Navigate Ribbon Commands	F5	Start Slide Show from selected slide
1 + Enter	Return to first slide	Shift + F5	Start Slide Show from beginning
B or Period	Pause and Display Black Screen	Spacebar, Mouse Click, or N	Next Slide or Animation
W or Comma	Pause and Display White Screen	Up Arrow	Back to Precious Slide or Perform previous animation
Down Arrow	Next slide or perform next animation	s	Start or stop an automatic presentation
Esc	Exit Slide Show		

Work with Text and Objects

Shortcut Keys	Description	Shortcut Keys	Description
Ctrl + a (on the Slides tab)	Select all objects	Ctrl + a (on the Slide Sorter view)	Select all slides
Ctrl + a (on the Outline tab)	Select all text	Ctrl + D	Duplicate Slide or Object
Ctrl + D	Duplicate Slide or Object	Alt + Arrows	Rotate Shape
Shift + Arrows	Resize Shape	Ctrl + Drag	Copy Object to new location
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

Text Navigation and Formatting

Shortcut Keys	Description	Shortcut Keys	Description
Ctrl + Shift + f	Change the font	Ctrl + Shift + p	Change the font size
Ctrl + Left Arrow	Move one word to the left	Ctrl + Right Arrow	Move word to the right
Ctrl + f	Open the Find dialog box	Ctrl + h	Open the Replace dialog box
Ctrl + t	Open the Font dialog box	Ctrl + e	Center a paragraph
Ctrl + j	Justify a paragraph	Ctrl + l	Left align a paragraph
Ctrl + r	Right align a paragraph	Ctrl + k	Insert a hyperlink