

Keyboard Shortcuts for Microsoft Office Products



Office

General Office Shortcuts

Ctrl + B: Bold

Ctrl + I: Italicize

Ctrl + U: Underline

Ctrl + K: Insert hyperlink

Ctrl + F: Find

Ctrl + H: Replace

Ctrl + Home: Go to beginning of document

Ctrl + End: Go to end of document

F7: Spellcheck

F12: Save As

Non-Excel Shortcuts

Ctrl + E: Align Center

Ctrl + R: Align right

Ctrl + L: Align left

Ctrl + J: Align Justified

Ctrl + "=" : Superscript

Ctrl + Shift + "=" : Subscript

Ctrl + Shift + "<" : Decrease font size

Ctrl + Shift + ">" : Increase font size

Shift + Right arrow: Select letter to the right

Shift + Left arrow: Select letter to left

Ctrl + Delete: Delete word to right of cursor

Ctrl + Backspace: Delete word to left of cursor

Ctrl + Spacebar: Remove formatting

Shift + F3: Change text case



Word

Ctrl + T: Indent paragraph

Ctrl + M: Create hanging indent

Ctrl + G: Go to

Ctrl + 0: Add or remove a space above paragraphs

Ctrl + 1: Single space

Ctrl + 2: Double space

Ctrl + 5: 1.5 space

Ctrl + Enter: Insert page break

Ctrl + "[" : Decrease font size

Ctrl + "]" : Increase font size

Alt + Ctrl + F: Insert footnote

Alt + Ctrl + D: Insert endnote

Alt + Ctrl + S: Split document window.

Alt + Shift + D: Insert date.

Alt + Shift + O: Mark Table of Contents entry

Alt + Shift + I: Mark citation entry

Alt + Shift + X: Mark index entry

Ctrl + Alt + 1: Change paragraph to Heading 1

Ctrl + Alt + 2: Change paragraph to Heading 2

Ctrl + Alt + 3: Change paragraph to Heading 3

Ctrl + Shift + E: Turn tracking on and off

Ctrl + Shift + W: Underline words without underlining spaces

Ctrl + Shift + D: Double underline (includes spaces)

Ctrl + Shift + A: Format text in all capital letters

Ctrl + Shift + 8: View or hide nonprinting characters

Shift + F7: Thesaurus

Alt + F7: Find next spelling or grammar error

PowerPoint



Create/Edit Shortcuts

Ctrl + M: Insert new slide

Ctrl + Shift + D: Duplicate current slide

Ctrl + Up arrow: Move slide up

Ctrl + Down arrow: Move slide down

Ctrl + Shift + Up arrow: Move slide to beginning

Ctrl + Shift + Down arrow: Move slide to end

Alt + N + P: Add picture

Alt + N + X: Add textbox

Ctrl + D: Duplicate object

Ctrl + Shift + C: Copy object formatting

Ctrl + Shift + V: Past object formatting

Ctrl + Shift + "[" : Send object to back

Ctrl + Shift + "]" : Send object to front

Ctrl G: Group

Ctrl + Shift + G: Ungroup

Ctrl + Spacebar: Play or pause media

Ctrl + N: Insert comment

F5: Run presentation

Shift + F5: View presentation from current slide forward

Presentation Shortcuts:

S: Stop or restart an automatic show

B: Make screen go black

W: Make screen go white

Ctrl + P: Activate pen tool

E: Erase pen marks

Ctrl A: Change pen to pointer

Ctrl H: Hide pen or pointer

Tab: Go to next hyperlink

(Slide no.) + Enter: Go to slide no.

Keyboard Shortcuts for Microsoft Office Products



Excel

- Alt + H + B + H: Thick bottom border
- Alt + H + B + B: Double bottom border
- Ctrl + Shift + "+" + R: Inserts entire row.
- Ctrl + Shift + "+" + C: Inserts entire column.
- Alt + Enter: Add line break in cell.
- Shift + Spacebar: Selects row.
- Alt + W + F: Freeze panes. Choose from:
 - Alt + W + F + R: Freeze top row.
 - Alt + W + F + C: Freeze first column.
 - Alt + W + F + F: Freeze a certain number of rows.
 - Alt + W + F + F: Unfreeze. (if Freeze has been activated)
- Ctrl + Spacebar: Selects column.
- Alt + "=": Autosum numbers.
- Ctrl + "-" : Delete. Cell deletion options include:
 - Ctrl + "-" + L: Shifts cells left.
 - Ctrl + "-" + U: Shift cells up.
- Alt + H + D + R: Delete row.
- Ctrl + 9: Hides row.
- Alt + H + D + C: Delete column.
- Ctrl + 0: Hides column.
- Ctrl + Shift + 9: Unhides row.
- Ctrl + Shift + 0: Unhides column.
- Alt + H + B + O: Bottom border
- Alt + H + B + A: All borders
- Alt + H + B + N: No border
- Alt + H + B + S: Outside borders
- Ctrl + Shift + "+" : Insert. Options are:
 - Ctrl + Shift + "+" + I: Shifts cells right to insert cell.
 - Ctrl + Shift + "+" + D: Shift cells down to insert cell.
- Ctrl + Shift + "!" : Apply number format with 2 decimal places.
- Ctrl + Shift + "%" : Apply percentage format to numbers.
- Ctrl + Shift + "\$" : Apply currency format to numbers.
- Ctrl + Shift + "+" : Apply number format to numbers.
- Ctrl + Shift + "+" : Apply percentage format to numbers.
- F2: Move to end of text in cell.
- F9: Recalculate all workbooks.
- Alt + Shift + F1: Insert new worksheet.
- Alt + H + H: Choose fill color.



Outlook

- Ctrl + Shift + M: New mail message
- Ctrl + Shift + A: New appointment
- Ctrl + Shift + Q: New meeting request
- Ctrl + Shift + I: Move to inbox
- Ctrl + Shift + K: New task
- Ctrl + Shift + N: New note (post-it)
- Ctrl + Shift + G: Flag for followup
- Ctrl + I: Go to mailbox
- Ctrl + Alt + R: Reply with meeting request
- Ctrl + 2: Go to calendar
- Ctrl + Alt + J: Mark message as not junk
- Ctrl + 4: Go to task
- F3: Search
- Calendar Shortcuts:
 - Ctrl + G: Go to a date
 - Ctrl + Alt + 2: Switch to "Work Week" view
 - Ctrl + Alt + 3: Switch to "Full Week" view
 - Ctrl + Alt + 4: Switch to "Month" view
 - Alt + Down arrow: Go to next week
 - Alt + Up arrow: Go to previous week
 - Alt + Page Down: Go to next month
 - Alt + Page Up: Go to previous month
- Email Shortcuts
 - Ctrl + O: Open message
 - Ctrl + Q: Mark as read
 - Ctrl + U: Mark as unread
 - Ctrl + F: Forward
 - Ctrl + R: Reply
 - Ctrl + Shift + R: Reply all
 - Alt + S: Send
 - Ctrl + "." : Next message
 - Ctrl + "," : Previous message