

List of Keyboard Shortcuts

Document Commands (All Applications)

Close document	Ctrl + W
Help	F1
Open document	Ctrl + O
Print document	Ctrl + P
Save document	Ctrl + S
Select all	Ctrl + A

Editing Commands (All Applications)

Bold	Ctrl + B
Copy	Ctrl + C
Cut	Ctrl + X
Find	Ctrl + F
Italic	Ctrl + I
Paste	Ctrl + V
Redo/Repeat	Ctrl + Y
Show/Hide Ribbon	Ctrl + F1
Replace	Ctrl + H
Underline	Ctrl + U
Undo	Ctrl + Z

Access Commands

Delete selected object	Delete
Edit the object menu	F2
Jump back to previous field	Shift + Tab
Jump to next field	Tab
Open selected object	Enter
Open selected object in Design View	Ctrl + Enter

Excel Commands

Autosum	Alt + =
Insert line break	Alt + Enter
Place a chart on its own sheet	Ctrl + F
Select a column	Ctrl + Spacebar
Select a row	Shift + Spacebar
Show formulas	Ctrl + `

PowerPoint Commands

Advance a slide	Spacebar or →
Back up a slide	Backspace or ←

Word Commands

1.5 spacing	Ctrl + 1.5
Double spacing	Ctrl + 2
Insert date	Alt + Shift + D
Insert page break	Ctrl + Enter
New document	Ctrl + N
Single spacing	Ctrl + 1
Spelling & Grammar check	F7

Windows Operating System

Favorite Keyboard Shortcuts

Result	Keyboard Shortcut
Bold	Ctrl + B
Close a dialog box	Esc
Close a document or workbook	Ctrl + W
Close a window	Alt + F4
Copy	Ctrl + C
Cut	Ctrl + X
Find & Replace	Ctrl + F
Help program	F1
Italics	Ctrl + I
Move down one screen	Page Down
Move from one text box or cell to previous one	Shift + Tab (in a Dialog Box or Form)
Move from one text box or cell to the next one	Tab
Move from one word to the next	Ctrl + Left or Right Arrow
Move one screen up	Page Up
Move to the beginning of a document or spreadsheet	Ctrl + Home
Move to the beginning of a line of text or row of cells	Home
Move to the end of a document or last active cells	Ctrl + End
Move to the end of a line of text (not in Excel)	End
Open a menu on the Menu Bar	Alt + Underlined Menu Item Letter
Open a new document	Ctrl + N
Open a saved document	Ctrl + O
Paste	Ctrl + V
Print	Ctrl + P
Quit a non-responding program	Ctrl + Alt + Delete
Redo an action you just undid	Ctrl + Y
Rename a file or folder or put cell in Edit mode	F2
Repeat your last action	F4
Save a document	Ctrl + S
Select a line of text or range of cells	Shift + Down Arrow (Insertion point at left)
Select an entire a document	Ctrl + A
Select one letter or one cell at a time	Shift + Left or Right Arrow
Spell check	F7
Start Menu	Ctrl + Esc (or Windows key)
Switch between windows	Alt + Tab
Underline	Ctrl + U
Undo your last action	Ctrl + Z