

# 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: Remove hanging indent

Ctrl + G: Go to

Ctrl + 0: Add or remove a space above paragraphs

Ctrl + 1: Single space

Ctrl + 2: Double space

Ctrl + S: 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 + R: 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 text box

Ctrl + D: Duplicate object

Ctrl + Shift + C: Copy object formatting

Ctrl + Shift + V: Paste object formatting

Ctrl + Shift + ^: ^: Send object to back

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.

# Microsoft Office Keyboard Shortcuts Cheat Sheet

**Beezix Software Services**

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the Beezix Software Services text.

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