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Microsoft Office Keyboard Shortcut Keys

Do it simple! Do it with shortcuts!

Due to the huge amount of work spent in the “Office” background, working with keyboard shortcuts can significantly improve productivity. Have you ever observed experienced PC users? They are not mouse glued! They combine mouse actions with keyboard commands for higher access time and earlier results. Complex tasks require advanced interaction with the computer and that can be done by taking advantage of all the means available including the valuable keyboard shortcuts. Therefore, while Microsoft Office is the most notorious and used application in the field, I took the time to search and harvest some important keyboard shortcuts for the well known applications: Word, Excel and Powerpoint. **Important Word**

Shortcuts

All Caps - CTRL+SHIFT+A
 Annotation - ALT+CTRL+M
 Auto Format - ALT+CTRL+K
 Auto Text - F3 or ALT+CTRL+V
 Bold - CTRL+B or CTRL+SHIFT+B
 Bookmark - CTRL+SHIFT+F5
 Copy - CTRL+C or CTRL+INSERT
 Copy Format - CTRL+SHIFT+C
 Copy Text - SHIFT+F2
 Create Auto Text - ALT+F3
 Date Field - ALT+SHIFT+D
 Delete Back Word - CTRL+BACKSPACE
 Delete Word - CTRL+DELETE
 Dictionary - ALT+SHIFT+F7
 Do Field Click - ALT+SHIFT+F9
 Doc Maximize - CTRL+F10
 Doc Move - CTRL+F7
 Doc Restore - CTRL+F5
 Doc Size - CTRL+F8
 Grow Font - CTRL+SHIFT+.
 Grow Font One Point - CTRL+J
 Hanging Indent - CTRL+T
 Header Footer Link - ALT+SHIFT+R
 Help - F1
 Hidden - CTRL+SHIFT+H
 Hyperlink - CTRL+K
 Indent - CTRL+M
 Italic - CTRL+I or CTRL+SHIFT+J
 Justify Para - CTRL+J
 Left Para - CTRL+L
 Line Up Extend - SHIFT+U
 List Num Field - ALT+CTRL+L
 Outline - ALT+CTRL+O
 Outline Collapse - ALT+SHIFT+- or ALT+SHIFT+NUM -
 Outline Demote - ALT+SHIFT+RIGHT
 Outline Expand - ALT+SHIFT+=
 Outline Expand - ALT+SHIFT+NUM +
 Outline Move Down - ALT+SHIFT+DOWN
 Outline Move Up - ALT+SHIFT+UP
 Outline Promote - ALT+SHIFT+LEFT
 Outline Show First Line - ALT+SHIFT+LL
 Lock Fields - CTRL+3 or CTRL+F11
 Web Go Back - ALT+LEFT
 Web Go Forward - ALT+RIGHT
 Word Left - CTRL+LEFT
 Word Left Extend - CTRL+SHIFT+LEFT
 Word Right - CTRL+SHIFT+RIGHT
 Word Right Extend - CTRL+RIGHT

Excel Time saving Shortcuts

Move to next cell in row - Tab
 Move to previous cell in row - Shift + Tab
 Up one screen - Page Up
 Down one screen - Page Down
 Move to next worksheet - Ctrl + Page Down
 Move to previous worksheet - Ctrl + Page Up
 Go to first cell in data region - Ctrl + Home
 Go to last cell in data region - Ctrl + End
 Bold toggle for selection - Ctrl + B
 Italic toggle for selection - Ctrl + I
 Underline toggle for selection - Ctrl + U
 Strikethrough for selection - Ctrl + 5
 Change the font - Ctrl + Shift + F
 Change the font size - Ctrl + Shift + P
 Apply outline borders - Ctrl + Shift + 7
 Remove all borders - Ctrl + Shift + Underline
 Wrap text in same cell - Alt + Enter
 Format cells - Ctrl + 1
 Select font - Ctrl + Shift + F
 Select point size - Ctrl + Shift + P
 Format as currency - Ctrl + Shift + 4
 Format as general - Ctrl + Shift + # (hash sign)
 Format as percentage - Ctrl + Shift + 5
 Format as number - Ctrl + Shift + 1
 Autosum a range of cells - Alt + Equals Sign
 Insert the date - Ctrl + ; (semi-colon)
 Insert the time - Ctrl + Shift + ; (semi-colon)
 Insert columns/rows - Ctrl + Shift + + (plus sign)
 Insert a new worksheet - Shift + F11
 Read Monitor Cell One - Alt + Shift + 1
 Read Monitor Cell Two - Alt + Shift + 2
 Read Monitor Cell Three - Alt + Shift + 3
 Read Monitor Cell Four - Alt + Shift + 4
 List Visible Cells With Data - Ctrl + Shift + D
 Lists Data In Current Column - Ctrl + Shift + C
 List Data In Current Row - Ctrl + Shift + R
 Select Hyperlink - Ctrl + Shift + H
 Move To Worksheet Listbox - Ctrl + Shift + S
 Move To Monitor Cell - Ctrl + Shift + M
 Select

Worksheet Objects - Ctrl + Shift + O List Cells At Page Breaks - Ctrl + Shift + B Options
Listbox - Insert + V **Easy move through Powerpoint** Apply subscript formatting
- CTRL+EQUAL SIGN (=) Apply superscript formatting - CTRL+PLUS SIGN (+) Bold
- CTRL+B Capitalize - SHIFT+F3 Copy - CTRL+C Delete a word
- CTRL+BACKSPACE Demote a paragraph - ALT+SHIFT+RIGHT ARROW Find
- CTRL+F Insert a hyperlink - CTRL+K Insert a new slide - CTRL+M Italicize
- CTRL+I Make a duplicate of the current slide - CTRL+D Open - CTRL+O Open the
Font dialog box - CTRL+T Paste - CTRL+V Print - CTRL+P Promote a paragraph
- ALT+SHIFT+LEFT ARROW Repeat your last action - F4 or CTRL+Y Save - CTRL+S
Select all - CTRL+A Start a slide show - F5 Switch to the next pane (clockwise) - F6
Switch to the previous pane - SHIFT+F6 Undo - CTRL+Z View guides - CTRL+G