Microsoft Word Shortcuts

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| Ctrl + A | Select all contents of the page. |
| Ctrl + B | [Bold](http://www.computerhope.com/jargon/b/bold.htm) highlighted selection. |
| Ctrl + C | [Copy](http://www.computerhope.com/jargon/c/copy.htm) selected text. |
| Ctrl + E | Aligns the line or selected text to the center of the screen. |
| Ctrl + I | [Italic](http://www.computerhope.com/jargon/i/italic.htm) highlighted selection. |
| Ctrl + J | Aligns the selected text or line to justify the screen. |
| Ctrl + K | Insert a [hyperlink](http://www.computerhope.com/jargon/h/hyperlin.htm). |
| Ctrl + L | Aligns the line or selected text to the left of the screen. |
| Ctrl + M | Indent the paragraph. |
| Ctrl + N | Opens new, blank document window. |
| Ctrl + O | Opens the dialog box or page for selecting a file to open. |
| Ctrl + P | Open the print window. |
| Ctrl + R | Aligns the line or selected text to the right of the screen. |
| Ctrl + S | Save the open document. Just like Shift + F12. |
| Ctrl + T | Create a hanging indent. |
| Ctrl + U | Underline the selected text. |
| Ctrl + V | [Paste](http://www.computerhope.com/jargon/p/paste.htm). |
| Ctrl + W | Close the currently open document. |
| Ctrl + X | [Cut](http://www.computerhope.com/jargon/c/cut.htm) selected text. |
| Ctrl + Y | Redo the last action performed. |
| Ctrl + Z | Undo last action. |
| Ctrl + 1 | Single-space lines. |
| Ctrl + 2 | Double-space lines. |
| Alt + Ctrl + F2 | Open new document. |
| Ctrl + F1 | Open the [Task Pane](http://www.computerhope.com/jargon/t/taskpane.htm). |
| Ctrl + F2 | Display the [print preview](http://www.computerhope.com/jargon/p/prinprev.htm). |
| Ctrl + Shift + > | Increases the selected text size by one. |
| Ctrl + Shift + < | Decreases the selected text size by one. |
| Ctrl + Shift + F6 | Switches to another open Microsoft Word document. |
| F7 | Spellcheck and grammar check selected text or document. |
| F12 | Save As. |
| Shift + F3 | Change the text in Microsoft Word from [uppercase](http://www.computerhope.com/jargon/u/uppercase.htm) to [lowercase](http://www.computerhope.com/jargon/l/lowercas.htm) or a capital letter at the beginning of every word. |
| Shift + F7 | Runs a Thesaurus check on the selected word. |

Microsoft Excel Shortcuts

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| F2 | Edit the selected [cell](https://www.computerhope.com/jargon/c/cell.htm). |
| F3 | After a [name](https://www.computerhope.com/jargon/n/name.htm) has been created, F3 will [paste](https://www.computerhope.com/jargon/p/paste.htm) names. |
| F4 | Repeat last action. For example, if you changed the color of text in another cell, pressing F4 will change the text in cell to the same color. |
| F5 | Go to a specific cell. For example, C6. |
| F7 | Spell check selected text or document. |
| F11 | Create [chart](https://www.computerhope.com/jargon/c/chart.htm) from selected data. |
| Ctrl+Shift+; | Enter the current time. |
| Ctrl+; | Enter the current date. |
| Alt+Shift+F1 | Insert New [Worksheet](https://www.computerhope.com/jargon/s/spreadsheet.htm). |
| Alt+Enter | While typing text in a cell, pressing Alt+Enter will move to the next line, allowing for multiple lines of text in one cell. |
| Shift+F3 | Open the Excel [formula](https://www.computerhope.com/jargon/f/formula.htm) window. |
| Shift+F5 | Bring up search box. |
| Ctrl+1 | Open the Format Cells window. |
| Ctrl+A | Select all contents of the worksheet. |
| Ctrl+B | Bold highlighted selection. |
| Ctrl+I | Italic highlighted selection. |
| Ctrl+K | Insert [link](https://www.computerhope.com/jargon/l/link.htm). |
| Ctrl+S | Save the open worksheet. |
| Ctrl+U | Underline highlighted selection. |
| Ctrl+D | Fill down. Fills the cell beneath with the contents of the selected cell. To fill more than one cell, select the source cell and press **Ctrl+Shift+Down** to select multiple cells. Then press **Ctrl+D** to fill them with the contents of the original cell. |
| Ctrl+R | Fill right. Fills the cell to the right with the contents of the selected cell. To fill more than one cell, select the source cell and press **Ctrl+Shift+Right** to select multiple cells. Then press **Ctrl+R** to fill them with the contents of the original cell. |
| Ctrl+1 | Change the format of selected cells. |
| Ctrl+5 | [Strikethrough](https://www.computerhope.com/jargon/s/striketh.htm) highlighted selection. |
| Ctrl+P | Bring up the print dialog box to begin the printing process. |
| Ctrl+Z | Undo last action. |
| Ctrl+F3 | Open Excel [Name Manager](https://www.computerhope.com/jargon/n/name.htm). |
| Ctrl+F9 | [Minimize](https://www.computerhope.com/jargon/m/minimize.htm) current window. |
| Ctrl+F10 | [Maximize](https://www.computerhope.com/jargon/m/maximize.htm) currently selected window. |
| Ctrl+F6 | Switch between open workbooks or windows. |
| Ctrl+Page up | Move between work sheets in the same document. |
| Ctrl+Page down | Move between work sheets in the same document. |
| Ctrl+Tab | Move between Two or more open Excel files. |
| Alt+= | Create a formula to sum all of the above cells. |
| Ctrl+' | Insert the value of the above cell into the cell currently selected. |
| Ctrl+Shift+1 | Format number in comma format. |
| Ctrl+Shift+4 | Format number in currency format. |
| Ctrl+Shift+3 | Format number in date format. |
| Ctrl+Shift+5 | Format number in percentage format. |
| Ctrl+Shift+6 | Format number in scientific format. |
| Ctrl+Shift+2 | Format number in time format. |
| Ctrl+Arrow key | Move to next section of text. |
| Ctrl+Space | Select entire [column](https://www.computerhope.com/jargon/c/column.htm). |
| Shift+Space | Select entire [row](https://www.computerhope.com/jargon/r/row.htm). |
| Ctrl+- | Delete the selected column or row. |
| Ctrl+Shift+= | Insert a new column or row. |
| Ctrl+Home | Move to cell A1. |
| Ctrl+~ | Switch between showing Excel formulas or their values in cells. |