

## Keyboard Shortcuts



### General Microsoft Office Shortcuts

To do this	Press
Switch to the next window.	ALT+TAB
Switch to the previous window.	ALT+SHIFT+TAB
Close the active window.	CTRL+W or CTRL+F4
Restore the size of the active window after you maximize it.	ALT+F5
Move to a task pane from another pane in the program window (clockwise direction). You may need to press F6 more than once.	F6
Move to a task pane from another pane in the program window (counterclockwise direction).	SHIFT+F6
When more than one window is open, switch to the next window.	CTRL+F6
Switch to the previous window.	CTRL+SHIFT+F6
Maximize or restore a selected window.	CTRL+F10
Copy a picture of the screen to the Clipboard.	PRINT SCREEN
Copy a picture of the selected window to the Clipboard.	ALT+PRINT SCREEN
Move to the next option or option group.	TAB
Move to the previous option or option group.	SHIFT+TAB
Switch to the next tab in a dialog box.	CTRL+TAB
Switch to the previous tab in a dialog box.	CTRL+SHIFT+TAB
Move between options in an open drop-down list, or between options in a group of options.	Arrow keys
Perform the action assigned to the selected button; select or clear the selected check box.	SPACEBAR
Select an option; select or clear a check box.	ALT+ the letter underlined in an option
Open a selected drop-down list.	ALT+DOWN ARROW
Select an option from a drop-down list.	First letter of an option in a drop-down list
Close a selected drop-down list; cancel a command and close a dialog box.	ESC
Run the selected command.	ENTER
Display the Open dialog box.	CTRL+F12 or CTRL+O
Display the Save As dialog box.	F12
Open the selected folder or file.	ENTER
Open the folder one level above the selected folder.	BACKSPACE
Delete the selected folder or file.	DELETE
Display a shortcut menu for a selected item such as a folder or file.	SHIFT+F10
Move forward through options.	TAB
Move back through options.	SHIFT+TAB
Open the Look in list.	F4 or ALT+I
Cancel an action.	ESC
Undo an action.	CTRL+Z
Redo or repeat an action.	CTRL+Y



## Microsoft Word

To do this	Press
Create a nonbreaking space.	CTRL+SHIFT+SPACEBAR
Create a nonbreaking hyphen.	CTRL+SHIFT+HYPHEN
Make letters bold.	CTRL+B
Make letters italic.	CTRL+I
Make letters underline.	CTRL+U
Decrease font size one value.	CTRL+SHIFT+<
Increase font size one value.	CTRL+SHIFT+>
Decrease font size 1 point.	CTRL+[
Increase font size 1 point.	CTRL+]
Remove paragraph or character formatting.	CTRL+SPACEBAR
Copy the selected text or object.	CTRL+C
Cut the selected text or object.	CTRL+X
Paste text or an object.	CTRL+V
Paste special	CTRL+ALT+V
Paste formatting only	CTRL+SHIFT+V
Undo the last action.	CTRL+Z
Redo the last action.	CTRL+Y
Open the Word Count dialog box.	CTRL+SHIFT+G
Create a new document.	CTRL+N
Open a document.	CTRL+O
Close a document.	CTRL+W
Split the document window.	ALT+CTRL+S
Remove the document window split.	ALT+SHIFT+C or ALT+CTRL+S
Save a document.	CTRL+S
Print a document.	CTRL+P
Switch to print preview.	ALT+CTRL+I
Move around the preview page when zoomed in.	Arrow keys
Move by one preview page when zoomed out.	PAGE UP or PAGE DOWN
Move to the first preview page when zoomed out.	CTRL+HOME
Move to the last preview page when zoomed out.	CTRL+END
Insert a comment.	ALT+CTRL+M
Turn change tracking on or off.	CTRL+SHIFT+E
Close the Reviewing Pane if it is open.	ALT+SHIFT+C



## Microsoft Outlook

To do this	Press
Switch to Mail.	CTRL+1
Switch to Calendar.	CTRL+2
Switch to Contacts.	CTRL+3
Switch to Tasks.	CTRL+4
Switch to Notes.	CTRL+5
Switch to Folder List in Navigation Pane.	CTRL+6
Switch to Shortcuts.	CTRL+7
Switch to next message (with message open).	CTRL+PERIOD
Switch to previous message (with message open).	CTRL+COMMA
Move between the Navigation Pane, the main Outlook window, the Reading Pane, and the To-Do Bar.	CTRL+SHIFT+TAB or SHIFT+TAB
Move between the Outlook window, the smaller panes in the Navigation Pane, the Reading Pane, and the sections in the To-Do Bar.	TAB
Move between the Outlook window, the smaller panes in the Navigation Pane, the Reading Pane, and the sections in the To-Do Bar, and show the access keys in the Outlook ribbon.	F6
Move around message header lines in the Navigation Pane or an open message.	CTRL+TAB
Move around within the Navigation Pane.	Arrow keys
Go to a different folder.	CTRL+Y
Go to the Search box.	F3 or CTRL+E
In the Reading Pane, go to the previous message.	ALT+UP ARROW or CTRL+COMMA or ALT+PAGE UP
In the Reading Pane, page down through text.	SPACEBAR
In the Reading Pane, page up through text.	SHIFT+SPACEBAR
Collapse or expand a group in the email message list.	LEFT ARROW or RIGHT ARROW
Go back to previous view in main Outlook window.	ALT+B or ALT+LEFT ARROW
Go forward to next view in main Outlook window.	ALT+RIGHT ARROW
Select the InfoBar and, if available, show the menu of commands.	CTRL+SHIFT+W
Find a message or other item.	CTRL+E
Clear the search results.	ESC
Expand the search to include All Mail Items, All Calendar Items, or All Contact Items, depending on the view that you are in.	CTRL+ALT+A
Use Advanced Find.	CTRL+SHIFT+F
Create a Search Folder.	CTRL+SHIFT+P
Search for text inside an open item.	F4
Find and replace text, symbols, or some formatting commands. Works in the Reading Pane on an open item.	CTRL+H
Expand search to include items from the current folder.	CTRL+ALT+K
Expand search to include subfolders.	CTRL+ALT+Z

Open the Flag for Follow Up dialog box to assign a flag.	CTRL+SHIFT+G
Create an appointment.	CTRL+SHIFT+A
Create a contact.	CTRL+SHIFT+C
Create a Contact List.	CTRL+SHIFT+L
Create a fax.	CTRL+SHIFT+X
Create a folder.	CTRL+SHIFT+E
Create a Journal entry.	CTRL+SHIFT+J
Create a meeting request.	CTRL+SHIFT+Q
Create a message.	CTRL+SHIFT+M
Create a note.	CTRL+SHIFT+N
Create a Microsoft Office document.	CTRL+SHIFT+H
Post to this folder.	CTRL+SHIFT+S
Post a reply in this folder.	CTRL+T
Create a Search Folder.	CTRL+SHIFT+P
Create a task.	CTRL+SHIFT+K
Create a task request.	CTRL+SHIFT+U
Start a send/receive for all defined Send/Receive groups with Include this group in Send/Receive (F9) selected. This can include headers, full items, specified folders, items less than a specific size, or any combination that you define.	F9
Start a send/receive for the current folder, retrieving full items (header, item, and any attachments).	SHIFT+F9
Start a send/receive.	CTRL+M
Define Send/Receive groups.	CTRL+ALT+S



## Microsoft PowerPoint

To do this	Press
Move clockwise among panes in Normal view.	F6
Move counterclockwise among panes in Normal view.	SHIFT+F6
Switch between Slides and Outline tabs in the Outline and Slides pane in Normal view.	CTRL+SHIFT+TAB
Promote a paragraph.	ALT+SHIFT+LEFT ARROW
Demote a paragraph.	ALT+SHIFT+RIGHT ARROW
Move selected paragraphs up.	ALT+SHIFT+UP ARROW
Move selected paragraphs down.	ALT+SHIFT+DOWN ARROW
Show heading level 1.	ALT+SHIFT+1
Expand text below a heading.	ALT+SHIFT+PLUS SIGN
Collapse text below a heading.	ALT+SHIFT+MINUS SIGN
Select one character to the right.	SHIFT+RIGHT ARROW
Select one character to the left.	SHIFT+LEFT ARROW
Select to the end of a word.	CTRL+SHIFT+RIGHT ARROW
Select to the beginning of a word.	CTRL+SHIFT+LEFT ARROW
Select one line up (with the cursor at the beginning of a line).	SHIFT+UP ARROW
Select one line down (with the cursor at the beginning of a line).	SHIFT+DOWN ARROW
Select an object (when the text inside the object is selected).	ESC
Select another object (when one object is selected).	TAB or SHIFT+TAB until the object you want is selected
Select text within an object (with an object selected).	ENTER
Select all objects.	CTRL+A (on the Slides tab)
Select all slides.	CTRL+A (in Slide Sorter view)
Select all text.	CTRL+A (on the Outline tab)
Delete one character to the left.	BACKSPACE
Delete one word to the left.	CTRL+BACKSPACE
Delete one character to the right.	DELETE
Delete one word to the right. Note The cursor must be between words to do this.	CTRL+DELETE
Cut selected object or text.	CTRL+X
Copy selected object or text.	CTRL+C
Paste cut or copied object or text.	CTRL+V
Undo the last action.	CTRL+Z
Redo the last action.	CTRL+Y
Copy formatting only.	CTRL+SHIFT+C
Paste formatting only.	CTRL+SHIFT+V
Open Paste Special dialog box.	CTRL+ALT+V

Start a presentation from the beginning.	F5
Perform the next animation or advance to the next slide.	N, ENTER, PAGE DOWN, RIGHT ARROW, DOWN ARROW, or SPACEBAR
Perform the previous animation or return to the previous slide.	P, PAGE UP, LEFT ARROW, UP ARROW, or BACKSPACE
Go to slide <i>number</i> .	<i>number</i> +ENTER
Display a blank black slide, or return to the presentation from a blank black slide.	B or PERIOD
Display a blank white slide, or return to the presentation from a blank white slide.	W or COMMA
Stop or restart an automatic presentation.	S
End a presentation.	ESC or HYPHEN
Erase on-screen annotations.	E
Go to the next slide, if the next slide is hidden.	H
Set new timings while rehearsing.	T
Use original timings while rehearsing.	O
Use mouse-click to advance while rehearsing.	M
Re-record slide narration and timing	R
Return to the first slide.	Press and hold Right and Left Mouse buttons for 2 seconds
Show or hide the arrow pointer	A or =
Change the pointer to a pen.	CTRL+P
Change the pointer to an arrow.	CTRL+A
Change the pointer to an eraser	CTRL+E
Show or hide ink markup	CTRL+M
Hide the pointer and navigation button immediately.	CTRL+H
Hide the pointer and navigation button in 15 seconds.	CTRL+U
View the All Slides dialog box	CTRL+S
View the computer task bar	CTRL+T
Display the shortcut menu.	SHIFT+F10
Go to the first or next hyperlink on a slide.	TAB
Go to the last or previous hyperlink on a slide.	SHIFT+TAB
Perform the "mouse click" behavior of the selected hyperlink.	ENTER while a hyperlink is selected
Media shortcuts during presentation	
Stop media playback	ALT+Q
Toggle between play and pause	ALT+P
Go to the next bookmark	ALT+END
Go to the previous bookmark	ALT+HOME
Increase the sound volume	ALT+Up
Decrease the sound volume	ALT+Down
Seek forward	ALT+SHIFT+PAGE DOWN
Seek backward	ALT+SHIFT+PAGE UP
Mute the sound	ALT+U



## Microsoft Excel

### Ctrl combination shortcut keys

Key	Description
Ctrl+PgDn	Switches between worksheet tabs, from left-to-right.
Ctrl+PgUp	Switches between worksheet tabs, from right-to-left.
Ctrl+Shift+&	Applies the outline border to the selected cells.
Ctrl+Shift_	Removes the outline border from the selected cells.
Ctrl+Shift+~	Applies the General number format.
Ctrl+Shift+\$	Applies the Currency format with two decimal places (negative numbers in parentheses).
Ctrl+Shift+%	Applies the Percentage format with no decimal places.
Ctrl+Shift+^	Applies the Scientific number format with two decimal places.
Ctrl+Shift+#	Applies the Date format with the day, month, and year.
Ctrl+Shift+@	Applies the Time format with the hour and minute, and AM or PM.
Ctrl+Shift+!	Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.
Ctrl+Shift+*	Selects the current region around the active cell (the data area enclosed by blank rows and blank columns). In a PivotTable, it selects the entire PivotTable report.
Ctrl+Shift+:	Enters the current time.
Ctrl+Shift+''	Copies the value from the cell above the active cell into the cell or the Formula Bar.
Ctrl+Shift+Plus (+)	Displays the Insert dialog box to insert blank cells.
Ctrl+Minus (-)	Displays the Delete dialog box to delete the selected cells.
Ctrl+;	Enters the current date.
Ctrl+`	Alternates between displaying cell values and displaying formulas in the worksheet.
Ctrl+'	Copies a formula from the cell above the active cell into the cell or the Formula Bar.
Ctrl+1	Displays the Format Cells dialog box.
Ctrl+2	Applies or removes bold formatting.
Ctrl+3	Applies or removes italic formatting.
Ctrl+4	Applies or removes underlining.
Ctrl+5	Applies or removes strikethrough.
Ctrl+6	Alternates between hiding and displaying objects.
Ctrl+8	Displays or hides the outline symbols.
Ctrl+9	Hides the selected rows.
Ctrl+0	Hides the selected columns.
Ctrl+A	Selects the entire worksheet. If the worksheet contains data, Ctrl+A selects the current region. Pressing Ctrl+A a second time selects the entire worksheet. When the insertion point is to the right of a function name in a formula, displays the Function Arguments dialog box. Ctrl+Shift+A inserts the argument names and parentheses when the insertion point is to the right of a function name in a formula.
Ctrl+B	Applies or removes bold formatting.
Ctrl+C	Copies the selected cells.
Ctrl+D	Uses the Fill Down command to copy the contents and format of the topmost cell of a

	selected range into the cells below.
Ctrl+E	Adds more values to the active column by using data surrounding that column.
Ctrl+F	Displays the Find and Replace dialog box, with the Find tab selected. Shift+F5 also displays this tab, while Shift+F4 repeats the last Find action. Ctrl+Shift+F opens the Format Cells dialog box with the Font tab selected.
Ctrl+G	Displays the Go To dialog box. F5 also displays this dialog box.
Ctrl+H	Displays the Find and Replace dialog box, with the Replace tab selected.
Ctrl+I	Applies or removes italic formatting.
Ctrl+K	Displays the Insert Hyperlink dialog box for new hyperlinks or the Edit Hyperlink dialog box for selected existing hyperlinks.
Ctrl+L	Displays the Create Table dialog box.
Ctrl+N	Creates a new, blank workbook.
Ctrl+O	Displays the Open dialog box to open or find a file. Ctrl+Shift+O selects all cells that contain comments.
Ctrl+P	Displays the Print tab in Microsoft Office Backstage view. Ctrl+Shift+P opens the Format Cells dialog box with the Font tab selected.
Ctrl+Q	Displays the Quick Analysis options for your data when you have cells that contain that data selected.
Ctrl+R	Uses the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right.
Ctrl+S	Saves the active file with its current file name, location, and file format.
Ctrl+T	Displays the Create Table dialog box.
Ctrl+U	Applies or removes underlining. Ctrl+Shift+U switches between expanding and collapsing of the formula bar.
Ctrl+V	Inserts the contents of the Clipboard at the insertion point and replaces any selection. Available only after you have cut or copied an object, text, or cell contents. Ctrl+Alt+V displays the Paste Special dialog box. Available only after you have cut or copied an object, text, or cell contents on a worksheet or in another program.
Ctrl+W	Closes the selected workbook window.
Ctrl+X	Cuts the selected cells.
Ctrl+Y	Repeats the last command or action, if possible.
Ctrl+Z	Uses the Undo command to reverse the last command or to delete the last entry that you typed.

Tip The Ctrl combinations Ctrl+J and Ctrl+M are currently unassigned shortcuts.

### Function keys

Key	Description
F1	Displays the Excel Help task pane. Ctrl+F1 displays or hides the ribbon. Alt+F1 creates an embedded chart of the data in the current range. Alt+Shift+F1 inserts a new worksheet.
F2	Edits the active cell and positions the insertion point at the end of the cell contents. It also moves the insertion point into the Formula Bar when editing in a cell is turned off. Shift+F2 adds or edits a cell comment. Ctrl+F2 displays the print preview area on the Print tab in the Backstage view.
F3	Displays the Paste Name dialog box. Available only if names have been defined in the workbook (Formulas tab, Defined Names group, Define Name). Shift+F3 displays the Insert Function dialog box.



F4	Repeats the last command or action, if possible. When a cell reference or range is selected in a formula, F4 cycles through all the various combinations of absolute and relative references. Ctrl+F4 closes the selected workbook window. Alt+F4 closes Excel.
F5	Displays the Go To dialog box. Ctrl+F5 restores the window size of the selected workbook window.
F6	Switches between the worksheet, ribbon, task pane, and Zoom controls. In a worksheet that has been split (View menu, Manage This Window, Freeze Panes, Split Window command), F6 includes the split panes when switching between panes and the ribbon area. Shift+F6 switches between the worksheet, Zoom controls, task pane, and ribbon. Ctrl+F6 switches to the next workbook window when more than one workbook window is open.
F7	Displays the Spelling dialog box to check spelling in the active worksheet or selected range. Ctrl+F7 performs the Move command on the workbook window when it is not maximized. Use the arrow keys to move the window, and when finished press Enter, or Esc to cancel.
F8	Turns extend mode on or off. In extend mode, Extended Selection appears in the status line, and the arrow keys extend the selection. Shift+F8 enables you to add a nonadjacent cell or range to a selection of cells by using the arrow keys. Ctrl+F8 performs the Size command (on the Control menu for the workbook window) when a workbook is not maximized. Alt+F8 displays the Macro dialog box to create, run, edit, or delete a macro.
F9	Calculates all worksheets in all open workbooks. Shift+F9 calculates the active worksheet. Ctrl+Alt+F9 calculates all worksheets in all open workbooks, regardless of whether they have changed since the last calculation. Ctrl+Alt+Shift+F9 rechecks dependent formulas, and then calculates all cells in all open workbooks, including cells not marked as needing to be calculated. Ctrl+F9 minimizes a workbook window to an icon.
F10	Turns key tips on or off. (Pressing Alt does the same thing.) Shift+F10 displays the shortcut menu for a selected item. Alt+Shift+F10 displays the menu or message for an Error Checking button. Ctrl+F10 maximizes or restores the selected workbook window.
F11	Creates a chart of the data in the current range in a separate Chart sheet. Shift+F11 inserts a new worksheet. Alt+F11 opens the Microsoft Visual Basic For Applications Editor, in which you can create a macro by using Visual Basic for Applications (VBA).
F12	Displays the Save As dialog box.

### Other useful shortcut keys

Key	Description
Alt	Displays the Key Tips (new shortcuts) on the ribbon. For example, Alt, W, P switches the worksheet to Page Layout view. Alt, W, L switches the worksheet to Normal view. Alt, W, I switches the worksheet to Page Break Preview view.
Arrow Keys	Move one cell up, down, left, or right in a worksheet. Ctrl+Arrow Key moves to the edge of the current data region in a worksheet. Shift+Arrow Key extends the selection of cells by one cell. Ctrl+Shift+Arrow Key extends the selection of cells to the last nonblank cell in the same

	<p>column or row as the active cell, or if the next cell is blank, extends the selection to the next nonblank cell.</p> <p>Left Arrow or Right Arrow selects the tab to the left or right when the ribbon is selected. When a submenu is open or selected, these arrow keys switch between the main menu and the submenu. When a ribbon tab is selected, these keys navigate the tab buttons.</p> <p>Down Arrow or Up Arrow selects the next or previous command when a menu or submenu is open. When a ribbon tab is selected, these keys navigate up or down the tab group.</p> <p>In a dialog box, arrow keys move between options in an open drop-down list, or between options in a group of options.</p> <p>Down Arrow or Alt+Down Arrow opens a selected drop-down list.</p>
Backspace	<p>Deletes one character to the left in the Formula Bar.</p> <p>Also clears the content of the active cell.</p> <p>In cell editing mode, it deletes the character to the left of the insertion point.</p>
Delete	<p>Removes the cell contents (data and formulas) from selected cells without affecting cell formats or comments.</p> <p>In cell editing mode, it deletes the character to the right of the insertion point.</p>
End	<p>End turns End mode on or off. In End mode, you can press an arrow key to move to the next nonblank cell in the same column or row as the active cell. End mode turns off automatically after pressing the arrow key. Make sure to press End again before pressing the next arrow key. End mode is shown in the status bar when it is on.</p> <p>If the cells are blank, pressing End followed by an arrow key moves to the last cell in the row or column.</p> <p>End also selects the last command on the menu when a menu or submenu is visible.</p> <p>Ctrl+End moves to the last cell on a worksheet, to the lowest used row of the rightmost used column. If the cursor is in the formula bar, Ctrl+End moves the cursor to the end of the text.</p> <p>Ctrl+Shift+End extends the selection of cells to the last used cell on the worksheet (lower-right corner). If the cursor is in the formula bar, Ctrl+Shift+End selects all text in the formula bar from the cursor position to the end—this does not affect the height of the formula bar.</p>
Enter	<p>Completes a cell entry from the cell or the Formula Bar, and selects the cell below (by default). In a data form, it moves to the first field in the next record.</p> <p>Opens a selected menu (press F10 to activate the menu bar) or performs the action for a selected command.</p> <p>In a dialog box, it performs the action for the default command button in the dialog box (the button with the bold outline, often the OK button).</p> <p>Alt+Enter starts a new line in the same cell.</p> <p>Ctrl+Enter fills the selected cell range with the current entry.</p> <p>Shift+Enter completes a cell entry and selects the cell above.</p>
Esc	<p>Cancels an entry in the cell or Formula Bar.</p> <p>Closes an open menu or submenu, dialog box, or message window.</p> <p>It also closes full screen mode when this mode has been applied, and returns to normal screen mode to display the ribbon and status bar again.</p>
Home	<p>Moves to the beginning of a row in a worksheet.</p> <p>Moves to the cell in the upper-left corner of the window when Scroll Lock is turned on.</p> <p>Selects the first command on the menu when a menu or submenu is visible.</p> <p>Ctrl+Home moves to the beginning of a worksheet.</p> <p>Ctrl+Shift+Home extends the selection of cells to the beginning of the worksheet.</p>
Page Down	<p>Moves one screen down in a worksheet.</p> <p>Alt+Page Down moves one screen to the right in a worksheet.</p> <p>Ctrl+Page Down moves to the next sheet in a workbook.</p> <p>Ctrl+Shift+Page Down selects the current and next sheet in a workbook.</p>

Page Up	<p>Moves one screen up in a worksheet.</p> <p>Alt+Page Up moves one screen to the left in a worksheet.</p> <p>Ctrl+Page Up moves to the previous sheet in a workbook.</p> <p>Ctrl+Shift+Page Up selects the current and previous sheet in a workbook.</p>
Spacebar	<p>In a dialog box, performs the action for the selected button, or selects or clears a check box.</p> <p>Ctrl+Spacebar selects an entire column in a worksheet.</p> <p>Shift+Spacebar selects an entire row in a worksheet.</p> <p>Ctrl+Shift+Spacebar selects the entire worksheet.</p> <ul style="list-style-type: none"> <li>• If the worksheet contains data, Ctrl+Shift+Spacebar selects the current region. Pressing Ctrl+Shift+Spacebar a second time selects the current region and its summary rows. Pressing Ctrl+Shift+Spacebar a third time selects the entire worksheet.</li> <li>• When an object is selected, Ctrl+Shift+Spacebar selects all objects on a worksheet.</li> </ul> <p>Alt+Spacebar displays the Control menu for the Excel window.</p>
Tab	<p>Moves one cell to the right in a worksheet.</p> <p>Moves between unlocked cells in a protected worksheet.</p> <p>Moves to the next option or option group in a dialog box.</p> <p>Shift+Tab moves to the previous cell in a worksheet or the previous option in a dialog box.</p> <p>Ctrl+Tab switches to the next tab in dialog box.</p> <p>Ctrl+Shift+Tab switches to the previous tab in a dialog box.</p>