MS Word Shortcut Keys

HOME TAB:

CLIPBOARD GROUP:

S.NO.	FUNCTIONS/COMMANDS	SHORTCUT KEYS
1.	COPY	CTRL+C
2.	CUT	CTRL+X
3.	PASTE	CTRL+V
4.	COPY FORMAT	CTRL+SHIFT+C
5.	PASTE FORMAT	CTRL+SHIFT+V

FONT GROUP:

S.NO.	FUNCTIONS/COMMANDS	SHORTCUT KEYS
1.	BOLD	CTRL+B
2.	OPEN FONT DIALOG BOX	CTRL+D
3.	ITALIC	CTRL+I
4.	UNDERLINE	CTRL+U
5.	CHANGE FONT	CTRL+SHIFT+F
6.	CHANGE FONT SIZE	CTRL+SHIFT+P
7.	INCREASE FONT SIZE	CTRL+SHIFT+> or CTRL+] {BRACKET CLOSE}
8.	DECREASE FONT SIZE	CTRL+SHIFT+< or CTRL+[{BRACKET START}
9.	SUBSCRIPT	CTRL+=
10.	SUPERSCRIPT	CTRL+SHIFT+=
11.	DUAL UNDERLINE	CTRL+SHIFT+D
12.	CHANGE CASE	SHIFT+F3
13.	HIGHLIGHT TEXT	CTRL+ALT+H
14.	WORD WISE UNDERLINE	CTRL+SHIFT+W
15.	TO REMOVE UNWANTED FORMATTING	CTRL+SPACE
16.	ALL CAPS (OPTION IN FONT DIALOG BOX)	CTRL+SHIFT+A
17.	SMALL CAPS (OPTION IN FONT DIALOG BOX)	CTRL+SHIFT+K
18.	HIDDEN (OPTION IN FONT DIALOG BOX)	CTRL+SHIFT+H

PARAGRAPH GROUP:

S.NO.	FUNCTIONS/COMMANDS	SHORTCUT KEYS
1.	INDENT	CTRL+M
2.	INVERSE INDENT	CTRL+Q
3.	HANGING INDENT	CTRL+T
4.	APPLY BULLET LIST	CTRL+SHIFT+L
5.	APPLY NUMBER LIST	CTRL+ALT+L
6.	PARAGRAPH SPACE 1 POINT	CTRL+1
7.	PARAGRAPH SPACE 1.5 POINT	CTRL+5
8.	PARAGRAPH SPACE 2 POINT	CTRL+2
9.	LEFT ALIGN	CTRL+L
10.	RIGHT ALIGN	CTRL+R
11.	CENTER ALIGN	CTRL+E
12.	JUSTIFY ALIGN	CTRL+J
13.	TO USE SHOW/HIDE BUTTON	CTRL+SHIFT+8
14.	OPEN PARAGRAPH DIALOG BOX	ALT+H+P+G
15.	SORT	ALT+H+S+O
16.	INCREASE INDENT	ALT+H+A+I
17.	DECREASE INDENT	ALT+H+A+O

NLCI

MS Word Shortcut Keys

EDITING GROUP:

S.NO.	FUNCTIONS/COMMANDS	SHORTCUT KEYS
1.	FIND	CTRL+F
2.	GO TO	CTRL+G or F5
3.	REPLACE	CTRL+H
4.	TO OPEN SELECTION PANE	ALT+H+S+L+P

INSERT TAB:

S.NO.	FUNCTIONS/COMMANDS	SHORTCUT KEYS
1.	INSERT HYPERLINK	CTRL+K
2.	CREATE TABLE	+-----+-----+-----+ (PLUS-MINUS SYMBOL)
3.	BOOKMARK	CTRL+SHIFT+F5
4.	SCREEN SHOT	WINDOW+SHIFT+F
5.	ADD BLANK PAGE	CTRL+ENTER
6.	INSERT TABLE	ALT+N+T+I
7.	INSERT DATE	ALT+SHIFT+D
8.	INSERT COMMENTS	ALT+CTRL+M
9.	INSERT FOOTNOTE (REFERENCES TAB)	ALT+CTRL+F
10.	INSERT ENDNOTE (REFERENCES TAB)	ALT+CTRL+D
11.	INSERT PAGE BREAK	ALT+N+B
12.	INSERT LINE BREAK	SHIFT+ENTER
13.	CREATE SINGLE LINE	-------- (MINUS SYMBOL)
14.	INSERT EQUATIONS	ALT+=

REVIEW TAB:

S.NO.	FUNCTIONS/COMMANDS	SHORTCUT KEYS
1.	SPELLING AND GRAMMAR	F7
2.	THESAURUS	SHIFT+F7
3.	WORD COUNT	CTRL+SHIFT+G
4.	TRACK CHANGES	CTRL+SHIFT+E
5.	RESEARCH	ALT+MOUSE RIGHT CLICK

FILE OPERATIONS:

S.NO.	FUNCTIONS/COMMANDS	SHORTCUT KEYS
1.	SELECT ALL	CTRL+A
2.	NEW	CTRL+N
3.	OPEN	CTRL+O
4.	PRINT	CTRL+P
5.	SAVE	CTRL+S
6.	REDO	CTRL+Y
7.	UNDO	CTRL+Z
8.	PRINT	CTRL+SHIFT+F12
9.	PRINT PREVIEW	CTRL+F2 or CTRL+ALT+I
10.	TO HIDE/UNHIDE COMMAND RIBBON	CTRL+F1

NLCI

MS WORD SHORTCUT KEYS

NAVIGATION:

S.NO.	FUNCTIONS/COMMANDS	SHORTCUT KEYS
1.	NEXT PAGE	CTRL+PAGE DOWN
2.	PREVIOUS PAGE	CTRL+PAGE UP
3.	CLOSE OR EXIT	ALT+F4
4.	CLOSE DOCUMENT	CTRL+F4
5.	END OF DOCUMENT	CTRL+END
6.	START OF LINE	HOME KEY
7.	START OF DOCUMENT	CTRL+HOME
8.	DELETE PREVIOUS WORD	CTRL+BACKSPACE
9.	DELETE THE NEXT WORD	CTRL+DELETE
10.	MOVE CURSOR TO THE BEGINNING OF THE PREVIOUS WORD	CTRL+LEFT ARROW
11.	MOVE CURSOR TO THE BEGINNING OF THE NEXT WORD	CTRL+RIGHT ARROW
12.	MOVE CURSOR TO THE END OF THE PARAGRAPH	CTRL+DOWN ARROW KEY
13.	MOVE CURSOR TO THE BEGINNING OF THE PARAGRAPH	CTRL+UP ARROW KEY

MS WORD COMMANDS:

S.NO.	FUNCTIONS/COMMANDS	SHORTCUT KEYS
1.	BULLETS AND NUMBERING COMMAND	ALT+O+N
2.	BORDER AND SHADING COMMAND	ALT+O+B
3.	TAB COMMAND	ALT+O+T
4.	COLUMN COMMAND	ALT+O+C
5.	DROP CAP COMMAND	ALT+O+D
6.	MACRO COMMAND	ALT+F8
7.	PASTE FORMAT	CTRL+SHIFT+V
8.	MAIL MERGE COMMAND	ALT+M+S+W
9.	PAGE SETUP	ALT+P+S+P
10.	APPLY STYLES	ALT+CTRL+SHIFT+S

MS WORD TRICKS:

=Rand() IS USED TO PASTE THE SAVED WRITTEN CONTENT IN MS-WORD.

MS EXCEL SHORTCUT KEYS

HOME TAB:

CLIPBOARD GROUP:

S.NO.	FUNCTIONS/COMMANDS	SHORTCUT KEYS
1.	COPY	CTRL+C
2.	CUT	CTRL+X
3.	PASTE	CTRL+V
4.	COPY FORMAT	ALT+H+F+P
5.	PASTE SPECIAL COMMAND	ALT+E+S or CTRL+ALT+V

FONT GROUP:

S.NO.	FUNCTIONS/COMMANDS	SHORTCUT KEYS
1.	BOLD	CTRL+B or CTRL+2
2.	OPEN FONT DIALOG BOX	ALT+O+E or CTRL+1
3.	ITALIC	CTRL+I or CTRL+3
4.	UNDERLINE	CTRL+U
5.	INCREASE FONT SIZE	ALT+H+F+G
6.	DECREASE FONT SIZE	ALT+H+F+K
7.	FILL COLOR	ALT+H+H
8.	BORDERS	ALT+H+B
9.	CHANGE FONT	ALT+H+F+F
10.	STRIKETHROUGH	CTRL+5

ALIGNMENT GROUP:

S.NO.	FUNCTIONS/COMMANDS	SHORTCUT KEYS
1.	WRAP TEXT	ALT+H+W
2.	CENTER ALIGN	ALT+H+AC
3.	LEFT ALIGN	ALT+H+AL
4.	RIGHT ALIGN	ALT+H+AR
5.	TOP ALIGN	ALT+H+AT
6.	MIDDLE ALIGN	ALT+H+AM
7.	BOTTOM ALIGN	ALT+H+AB
8.	ORIENTATION	ALT+H+FQ
9.	TO USE MERGE CELL COMMAND	ALT+H+M
10.	INCREASE INDENT	ALT+H+6
11.	DECREASE INDENT	ALT+H+5

STYLES GROUP:

S.NO.	FUNCTIONS/COMMANDS	SHORTCUT KEYS
1.	CONDITIONAL FORMATTING	ALT+H+L
2.	FORMAT AS TABLE	ALT+H+T
3.	CELL STYLES	ALT+H+J

NLCI

MS EXCEL SHORTCUT KEYS

CELLS GROUP:

S.NO.	FUNCTIONS/COMMANDS	SHORTCUT KEYS
1.	INSERT ROWS	ALT+I+R
2.	INSERT COLUMNS	ALT+I+C
3.	INSERT CELLS	ALT+I+E
4.	INSERT WORKSHEETS	ALT+I+W
5.	DELETE ROWS	ALT+E+D
6.	DELETE COLUMS	ALT+E+D
7.	DELETE CELLS	ALT+E+D
8.	DELETE WORKSHEETS	ALT+E+L

NOTE: (1) CTRL+ IS USED TO INSERT THE SELECTED ROWS AND COLUMNS.
(2) CTRL- IS USED TO DELETE THE SELECTED ROWS AND COLUMNS.

EDITING GROUP:

S.NO.	FUNCTIONS/COMMANDS	SHORTCUT KEYS
1.	FILL DOWN	CTRL+D
2.	FILL RIGHT	CTRL+R
3.	SERIES COMMAND	ALT+E+I+S
4.	GO TO	F5
5.	FIND	CTRL+F
6.	REPLACE	CTRL+H

INSERT TAB:

S.NO.	FUNCTIONS/COMMANDS	SHORTCUT KEYS
1.	CREATE TABLE	CTRL+T
2.	INSERT HYPERLINK	CTRL+K
3.	INSERT CHARTS	ALT+F1
4.	CREATE A CHART OF THE DATA IN THE CURRENT RANGE IN A SEPARATE CHART SHEET	F11

DATA TAB:

S.NO.	FUNCTIONS/COMMANDS	SHORTCUT KEYS
1.	FILTER COMMAND	CTRL+SHIFT+L
2.	GROUP CELLS	SHIFT+ALT+RIGHT
3.	UNGROUP CELLS	SHIFT+ALT+LEFT
4.	FLASH FILL COMMAND	CTRL+E

FORMULA TAB:

S.NO.	FUNCTIONS/COMMANDS	SHORTCUT KEYS
1.	NAME MANAGER (DEFINED NAMES GROUP)	CTRL+F3
2.	CREATE FROM SELECTION (DEFINED NAMES GROUP)	CTRL+SHIFT+F3
3.	CALCULATION OPTIONS (CALCULATION GROUP)	ALT+M+X
4.	CALCULATE NOW (CALCULATION GROUP)	F9
5.	CALCULATE SHEET (CALCULATION GROUP)	SHIFT+F9
6.	INSERT FUNCTION	ALT+M+F or SHIFT+F3

MS EXCEL SHORTCUT KEYS

| 7. | DEFINE A NAME TO USE IN REFERENCES | ALT+M+M+D |

REVIEW TAB:

S.NO.	FUNCTIONS/COMMANDS	SHORTCUT KEYS
1.	SPELLING	F7
2.	THESAURUS	SHIFT+F7
3.	PROTECT SHEET	ALT+T+P+P

FILE OPERATIONS:

S.NO.	FUNCTIONS/COMMANDS	SHORTCUT KEYS
1.	CLOSE A WORKBOOK	CTRL+W
2.	OPEN A WORKBOOK	CTRL+O
3.	GO TO HOME TAB	ALT+H
4.	SAVE	CTRL+S
5.	UNDO	CTRL+Z
6.	REMOVE CELL CONTENTS	DELETE
7.	GO TO INSERT TAB	ALT+N
8.	GO TO PAGE LAYOUT TAB	ALT+P
9.	GO TO DATA TAB	ALT+A
10.	GO TO VIEW TAB	ALT+W
11.	GO TO FORMULA TAB	ALT+M
12.	GO TO REVIEW TAB	ALT+R
13.	HIDE SELECTED ROWS	CTRL+9
14.	HIDE SELECTED COLUMNS	CTRL+0
15.	OPEN THE CONTEXT MENU	SHIFT+F10
16.	REDO	CTRL+Y
17.	OPEN FILE MENU	ALT+F
18.	EXPAND OR COLLAPSE COMMAND RIBBON	CTRL+F1
19.	CANCEL AN ENTRY IN THE CELL OR FORMULA BAR	ESC (ESCAPE) BUTTON
20.	DELETE THE TABLE	CTRL+D
21.	MOVE THE TABLE	CTRL+M
22.	RENAME THE TABLE	CTRL+R

NAVIGATION:

S.NO.	FUNCTIONS/COMMANDS	SHORTCUT KEYS
1.	MOVE TO THE PREVIOUS CELL IN A WORKSHEET OR THE PREVIOUS OPTION IN A DIALOG BOX	SHIFT+TAB
2.	MOVE ONE CELL UP IN A WORKSHEET	UP ARROW KEY
3.	MOVE ONE CELL DOWN IN A WORKSHEET	DOWN ARROW KEY
4.	MOVE ONE CELL LEFT IN A WORKSHEET	LEFT ARROW KEY
5.	MOVE ONE CELL RIGHT IN A WORKSHEET	RIGHT ARROW KEY
6.	PREVIOUS WORKSHEET	CTRL+PAGE UP
7.	NEXT WORKSHEET	CTRL+PAGE DOWN
8.	CREATES NEW WORKSHEET	SHIFT+F11
9.	CHECK FORMULA AND CELL RANGE COVERED	F2

MS EXCEL SHORTCUT KEYS

10.	MOVE TO THE EDGE OF THE CURRENT DATA REGION IN A WORKSHEET	CTRL+ARROW KEY
11.	ZOOM IN	CTRL+SCROLL UP
12.	ZOOM OUT	CTRL+SCROLL DOWN
13.	MOVE TO THE LAST CELL ON THE WORKSHEET	CTRL+END
14.	MOVE TO THE BEGINNING OF A WORKSHEET	CTRL+HOME
15.	MOVE ONE SCREEN UP IN A WORKSHEET	PAGE UP
16.	MOVE ONE SCREEN DOWN IN A WORKSHEET	PAGE DOWN

SOME MORE USEFUL SHORTCUT KEYS:

S.NO.	FUNCTIONS/COMMANDS	SHORTCUT KEYS
1.	GENERAL NUMBER FORMAT	CTRL+SHIFT+~
2.	TIME FORMAT	CTRL+SHIFT+@
3.	DATE FORMAT	CTRL+SHIFT+#
4.	CURRENCY FORMAT	CTRL+SHIFT+$
5.	PERCENTAGE FORMAT	CTRL+SHIFT+$
6.	SCIENTIFIC NUMBER FORMAT	CTRL+SHIFT+^
7.	INSERT A NOTE OR A COMMENT	SHIFT+F2
8.	TO ENTER THE CURRENT TIME	CTRL+SHIFT+COLON (:)
9.	TO ENTER THE CURRENT DATE	CTRL+SEMICOLON (;)
10.	TO APPLY AN OUTLINE BORDER TO THE SELECTED CELLS	CTRL+SHIFT+AMPERSAND SIGN (&)
11.	TO REMOVE THE OUTLINE BORDER FROM THE SELECTED CELLS	CTRL+SHIFT+UNDERSCORE (_)
12.	APPLY THE NUMBER FORMAT WITH TWO DECIMAL PLACES, THOUSANDS SEPARATOR, AND MINUS SIGN (-) FOR NEGATIVE VALUES	CTRL+SHIFT+EXCLAMATION MARK (!)
13.	TO OPEN THE WORKBOOK STATISTICS DIALOG BOX	CTRL+SHIFT+G
14.	TO USE SUM FUNCTION AUTOMATICALLY	ALT+EQUALS TO SIGN (=)

SHORTCUT KEYS FOR SELECTION PURPOSE IN MS EXCEL:

S.NO.	FUNCTIONS/COMMANDS	SHORTCUT KEYS
1.	FOR SELECTING THE ABOVE CELL	SHIFT+ENTER
2.	SELECT AN ENTIRE COLUMN IN A WORKSHEET	CTRL+SPACEBAR
3.	SELECT AN ENTIRE ROW IN A WORKSHEET	SHIFT+SPACEBAR
4.	SELECT ALL OBJECTS ON A WORKSHEET WHEN AN OBJECT IS SELECTED	CTRL+SHIFT+SPACEBAR
5.	START A NEW LINE IN THE SAME CELL	ALT+ENTER
6.	EXTEND THE SELECTION OF CELLS TO THE BEGINNING OF THE WORKSHEET	CTRL+SHIFT+HOME
7.	SELECT ALL TEXT IN THE FORMULA BAR FROM THE CURSOR POSITION TO THE END	CTRL+SHIFT+END
8.	SELECT ALL CELLS FROM THE CURRENT LOCATION TO THE LAST CELL OF THE COLUMN	SHIFT+PAGE DOWN
9.	SELECT ALL CELLS FROM THE CURRENT LOCATION TO THE FIRST CELL OF THE COLUMN	SHIFT+PAGE UP
10.	SELECT ALL CELLS FROM THE CURRENT LOCATION TO THE LAST CELL OF THE ROW	SHIFT+END

11.	SELECT ALL CELLS FROM THE CURRENT LOCATION TO THE FIRST CELL OF THE ROW	SHIFT+HOME

NLCI

NLCI