

Short Cut Keys MS Office

Common tasks	
Ctrl+Shift+Space	Create a Nonbreaking Space
Ctrl+- (Hyphen)	Create a Nonbreaking Hyphen
Ctrl+B	Make letters BOLD
Ctrl+I	Make letters ITALIC
Ctrl+U	Make letters UNDERLINED
Ctrl+Shift+<	Decrease font size one value
Ctrl+Shift+>	Increase font size one value
Ctrl+[Increase the font size by 1 point.
Ctrl+]	Decrease the font size by 1 point.
Ctrl+Space	Remove paragraph or character formatting.
Ctrl+C	Copy the selected text or object.
Ctrl+X	Cut the selected text or object.
Ctrl+V	Paste text or an object.
Ctrl+Alt+V	Paste special
Ctrl+Shift+V	Paste formatting only
Ctrl+Z	Undo the last action.
Ctrl+Y	Redo the last action.
Ctrl+Shift+G	Open the Word Count dialog box.

Working with documents: Find, replace, and browse through text	
Ctrl+F	Find text, formatting, and special items.
Alt+Ctrl+Y	Repeat find (after closing Find and Replace window).
Ctrl+H	Replace text, specific formatting, and special items.
Ctrl+G	Go to a page, bookmark, footnote, table, comment, graphic, or other location.
Alt+Ctrl+Z	Switch between the last four places that you have edited.
Alt+Ctrl+Home	Open a list of browse options. Press the arrow keys to select an option, and then press ENTER to browse through a document by using the selected option.

Edit and move text and graphics: Copy and move text and graphics

Press alt+h to move to the home tab, and then press F,O.	Open the Office Clipboard
Ctrl+C	Copy selected text or graphics to the Office Clipboard.
Ctrl+X	Cut selected text or graphics to the Office Clipboard.
Ctrl+V	Paste the most recent addition to the Office Clipboard.
f2 (then move the cursor and press enter)	Move text or graphics once.
Shift+f2 (then move the cursor and press enter)	Copy text or graphics once.
Alt+F3	When text or an object is selected, open the Create New Building Block dialog box.
Shift+f10	When the building block — for example, a SmartArt graphic — is selected, display the shortcut menu that is associated with it.
Ctrl+F3	Cut to the Spike.
Ctrl+Shift+F3	Paste the Spike contents.
Alt+Shift+R	Copy the header or footer used in the previous section of the document.

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Working with documents: Switch to another view	
Ctrl+Page Up	Move to the previous edit location.
Ctrl+Page Down	Move to the next edit location.
Alt+Ctrl+P	Switch to Print Layout view.
Alt+Ctrl+O	Switch to Outline view.
Alt+Ctrl+N	Switch to Draft view.

Working with documents: Outline view	
Alt+Shift+Arrow Left	Promote a paragraph.
Alt+Shift+Arrow Right	Demote a paragraph.
Ctrl+Shift+N	Demote to body text.
Alt+Shift+Arrow Up	Move selected paragraphs up.
Alt+Shift+Arrow Down	Move selected paragraphs down.
Alt+Shift+[+ (Plus Sign)	Expand text under a heading.
Alt+Shift+[- (Minus Sign)	Collapse text under a heading.
Alt+Shift+A	Expand or collapse all text or headings.
The slash (/) key on the numeric keypad	Hide or display character formatting.
Alt+Shift+L	Show the first line of body text or all body text.
Alt+Shift+1	Show all headings with the Heading 1 style.
Alt+Shift+N	Show all headings up to Heading n.
Ctrl+Tab	Insert a tab character.

Working with documents: Print and preview documents	
Ctrl+P	Print a document.
Alt+Ctrl+I	Switch in or out of print preview.
arrow up, arrow down, arrow left, arrow right	Move around the preview page when zoomed in.
Page Up/Page Down	Move by one preview page when zoomed out.
Ctrl+Home	Move to the first preview page when zoomed out.
Ctrl+End	Move to the last preview page when zoomed out.