

Word Short Cut keys	
Shortcut Keys	Description
Ctrl + A	Select all contents of the page.
Ctrl + B	Bold highlighted selection.
Ctrl + C	Copy selected text.
Ctrl + X	Cut selected text.
Ctrl + P	Open the print window.
Ctrl + F	Open find box.
Ctrl + I	Italic highlighted selection.
Ctrl + K	Insert link.
Ctrl + U	Underline highlighted selection.
Ctrl + V	Paste.
Ctrl + Y	Redo the last action performed.
Ctrl + Z	Undo last action.
Ctrl + L	Aligns the line or selected text to the left of the screen.
Ctrl + E	Aligns the line or selected text to the center of the screen.
Ctrl + R	Aligns the line or selected text to the right of the screen.
Ctrl + M	Indent the paragraph.
Ctrl + Shift + F	Change the font.
Ctrl + Shift + >	Increase selected font +1pts up to 12pt and then increases font +2pts.

Ctrl +]	Increase selected font +1pts.
Ctrl + Shift + <	Decrease selected font -1pts if 12pt or lower, if above 12 decreases font by +2pt.
Ctrl + [Decrease selected font -1pts.
Ctrl + Shift + *	View or hide non printing characters.
Ctrl + <left arrow>	Moves one word to the left.
Ctrl + <right arrow>	Moves one word to the right.
Ctrl + <up arrow>	Moves to the beginning of the line or paragraph.
Ctrl + <down arrow>	Moves to the end of the paragraph.
Ctrl + Del	Deletes word to right of cursor.
Ctrl + Backspace	Deletes word to left of cursor.
Ctrl + End	Moves the cursor to the end of the document.
Ctrl + Home	Moves the cursor to the beginning of the document.
Ctrl + Spacebar	Reset highlighted text to the default font.
Ctrl + 1	Single-space lines.
Ctrl + 2	Double-space lines.
Ctrl + 5	1.5-line spacing.
Ctrl + Alt + 1	Changes text to heading 1.
Ctrl + Alt + 2	Changes text to heading 2.

Ctrl + Alt + 3	Changes text to heading 3.
Ctrl + F1	Open the Task Pane.
F1	Open Help.
Alt + Ctrl + F2	Open new document.
Ctrl + F2	Display the print preview.
Shift + F3	Change the text in Microsoft Word from upper to lower case or a capital letter at the beginning of every word.
Shift + Insert	Paste.
F4	Repeat the last action performed (Word 2000+)
F5	Open the find, replace, and go to window in Microsoft Word.
Ctrl + Shift + F6	Opens to another open Microsoft Word document.
F7	Spell and grammar check selected text and/or document.
Shift + F7	Runs a Thesaurus check on the word highlighted.
F12	Save as.
Shift + F12	Save.
Ctrl + Shift + F12	Prints the document.
Alt + Shift + D	Insert the current date.
Alt + Shift + T	Insert the current time.

In addition to the above shortcut keys users can also use their mouse as a method of quickly do something commonly performed. Below some are examples of mouse shortcuts.

Mouse shortcuts	Description
Click, hold, and drag	Selects text from where you click and hold to the point you drag and let go.
Double-click	If double-click a word, selects the complete word.
Double-click	Double-clicking on the left, center, or right of a blank line will make the alignment of the text left, center, or right aligned.
Double-click	Double-clicking anywhere after text on a line will set a tab stop.
Triple-click	Selects the line or paragraph of the text the mouse triple-clicked.
Ctrl + Mouse wheel	Zooms in and out of document.

Excel Short Cut keys

Shortcut Keys	Description
F2	Edit the selected cell.
F5	Goto a specific cell. For example, C6.
F7	Spell check selected text and/or document.
F11	Create chart.
Ctrl + Shift + ;	Enter the current time.

Ctrl + ;	Enter the current date.
Alt + Shift + F1	Insert New Worksheet.
Shift + F3	Open the Excel formula window.
Shift + F5	Bring up search box.
Ctrl + A	Select all contents of the worksheet.
Ctrl + B	Bold highlighted selection.
Ctrl + I	Italic highlighted selection.
Ctrl + K	Insert link.
Ctrl + U	Underline highlighted selection.
Ctrl + 5	Strikethrough highlighted selection.
Ctrl + P	Bring up the print dialog box to begin printing.
Ctrl + Z	Undo last action.
Ctrl + F9	Minimize current window.
Ctrl + F10	Maximize currently selected window.
Ctrl + F6	Switch between open workbooks / windows.
Ctrl + Page up	Move between Excel work sheets in the same Excel document.
Ctrl + Page down	Move between Excel work sheets in the same Excel 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 cell currently selected.
Ctrl + Shift + !	Format number in comma format.
Ctrl + Shift + \$	Format number in currency format.
Ctrl + Shift + #	Format number in date format.
Ctrl + Shift + %	Format number in percentage format.
Ctrl + Shift + ^	Format number in scientific format.
Ctrl + Shift + @	Format number in time format.
Ctrl + Arrow key	Move to next section of text.
Ctrl + Space	Select entire column.
Shift + Space	Select entire row.

Ms Power Point Command	
Keystroke	
Bold	Ctrl-B
Close	Ctrl-W
Close	Ctrl-F4
Copy	Ctrl-C

CutCtrl-X
FindCtrl-F
ItalicsCtrl-I
Menu barF10
Move to the end of the entryEnd
New (slide)Ctrl-N
Next windowCtrl-F6
OpenCtrl-O
Outline: CollapseAlt-Shift -
Outline: Demote paragraphAlt-Shift-Right
Outline: ExpandAlt-Shift +
Outline: Move paragraph downAlt-Shift-Dn
Outline: Move paragraph upAlt-Shift-Up
Outline: Promote paragraphAlt-Shift-Left
Outline: Show All HeadingsAlt-Shift-A
Outline: Show heading level 1Alt-Shift-1
PasteCtrl-V
PrintCtrl-P
Repeat FindShift-F4
Repeat/RedoCtrl-Y
ReplaceCtrl-H
SaveCtrl-S
Select allCtrl-A

Slide Show: Begin the slide show	F5
Slide Show: Black screen show/hide	
Slide Show: End	Esc
Slide Show: Erase annotations	E
Slide Show: Go to next hidden slide	H
Slide Show: Hide pointer and button always	Ctrl-L
Slide Show: Hide pointer and button temporarily	Ctrl-H
Slide Show: Mouse pointer to arrow	Ctrl-A
Slide Show: Mouse pointer to pen	Ctrl-P
Slide Show: Next slide	N
Slide Show: Previous slide	P
Slide Show: Set new timings while rehearsing	T
Slide Show: Stop/restart automatic slide show	S
Slide Show: Use mouse-click to advance (rehearsing)	M
Slide Show: Use original timings (rehearsing)	O
Slide Show: White screen show/hide	W
Spelling and Grammar check	F7
Switch to the next presentation window	Ctrl-F6
Switch to the next tab in a dialog box	Ctrl-Tab / Ctrl-Page Down
Switch to the previous presentation window	Ctrl-Shift-F6
Switch to the previous tab in a dialog box	Ctrl-Shift-Tab / Ctrl-Page Up
Turn character formatting on or off	Num /
Underline	Ctrl-U

UndoCtrl-Z

Access is Microsoft's database program, included with some versions of Microsoft Office or available as a standalone product.

Ms Access Short cut keys

Description	Shortcut Key
To display a property sheet	Alt + Enter
To quit Microsoft Access, close a dialog box, or close a property sheet	Alt + F4
To toggle between breaking and not breaking on unhandled errors and then step to the next statement	Alt + F5
To toggle between breaking and not breaking in class modules and then continue execution	Alt + F8
To select all visible code in the Module window	Ctrl + A
To halt the execution of code or a macro	Ctrl + Break
To move to the current field in the last record, in Navigation mode	Ctrl + Down Arrow
To display the next procedure	Ctrl + Down Arrow
To move to the last field in the last record, in Navigation mode	Ctrl + End
To open the selected table, query, form, report, macro, or module in Design view	Ctrl + Enter or Alt + D
To toggle between a custom menu bar and a built-in menu bar	Ctrl + F11
To invoke a Builder	Ctrl + F2

To put focus on the Procedure Box	Ctrl + 2 (then press Tab)
To find the next occurrence of selected text	Ctrl + F3
To run code to the current insertion point and halt execution	Ctrl + F8
To turn on Move mode (MOV appears in the lower right corner of the window)	Ctrl + F8
To set the next statement	Ctrl + F9
To display the Debug window	Ctrl + G
To move to the first field in the first record, in Navigation mode	Ctrl + Home
To display quick information	Ctrl + I
To list properties and methods	Ctrl + J
To display the Calls dialog box	Ctrl + L
To move to the current field in the next record	Ctrl + Page Down
To go right one screen	Ctrl + Page Down
To move to the current field in the previous record	Ctrl + Page Up
To go left one screen	Ctrl + Page Up
To select a form or report	Ctrl + R
To return to the last line position in the previously viewed procedure	Ctrl + Shift + F2
To step out of a procedure	Ctrl + Shift + F8
To clear all breakpoints	Ctrl + Shift +F9

To display parameter information	Ctrl + Shift + I
To list constants	Ctrl + Shift + J
To exit the subform and move to the previous field in the main form or previous record	Ctrl + Shift + Tab
To complete the Visual Basic keyword	Ctrl + Spacebar
To cycle through the tab of each object's type	Ctrl + Tab
To exit the subform and move to the next field in the master form or next record	Ctrl + Tab
To move to the current field in the first record, in Navigation mode	Ctrl + Up Arrow
To display the previous procedure	Ctrl + Up Arrow
To cut the current line and copy it to the Clipboard	Ctrl + Y
To enter the selected item in a list	Ctrl + Enter or Tab
To move down one line	Down Arrow
To move to the current field in the next record	Down Arrow
To move to the last object	End
To move to the last field in the current record, in Navigation mode	End
To move to the last field in the current record, in Navigation mode	End
To open the selected report in Print Preview	Enter
To open the selected table or query in	Enter

Datasheet view, or form in Form view	
To run the selected macro	Enter
To enter the selected item and move the cursor to the next line	Enter
To make the list disappear	Esc
To turn off Move mode	Esc
To display context-sensitive Help about the keyword containing the insertion point	F1
To bring the Database window to the front	F11 or Alt + F1
To rename a selected object	F2
Switch between edit mode (with insertion point displayed) and navigation mode	F2
To display the complete hyperlink address for a selected hyperlink	F2
To display the Object Browser	F2
To find the next occurrence of the text specified in the Find or Replace dialog box when the dialog box is closed	F3
To switch to Form view from form design or a form module	F5
To move to the record number box;	F5 then type the record number and press Enter
To move to the record number box;	F5 then type the record number and press Enter

To continue execution of code or macro	F5
To run a parameterless subprocedure containing the insertion point, from the Module window	F5
To switch between the upper and lower portions of a window (Design view of tables, macros, and queries and the Advanced Filter/Sort window only)	F6
To switch between the upper and lower panes	F6
To cycle forward through sections	F6
To check spelling	F7
To step into a procedure (single step)	F8
To toggle a breakpoint at the selected line	F9
To move to the first object	Home
To move to the first field in the current record, in Navigation mode	Home
To move to the first field in the current record, in Navigation mode	Home
To move the selected column to the left one column in Move mode	Left Arrow
To move down one window	Page Down
To go down one page; at the end of the record, moves to the equivalent page on the next record	Page Down
To go down one screen	Page Down
To move up one window	Page Up
To go up one page; at the end of the record, moves to the equivalent page on the previous record	Page Up

To go up one screen	Page Up
Press Navigating and opening objects	Right Arrow
Press Navigate between fields and records	
Press To move columns	
To move the selected column to the right one column in Move mode	Shift + Ctrl + Tab
To cycle through the tab of each object's type right to left	Shift + Enter
To view a procedure definition, variable, or keyword	Shift + F2
To find the previous occurrence of the text specified in the Find or Replace dialog box when the dialog box is closed	Shift + F3
To reset execution of code or macro	Shift + F5
To cycle back through sections	Shift + F6
To step over a procedure	Shift + F8
To create an instant watch for a selected expression	Shift + F9
To move to the previous field	Shift + Tab
To enter the subform from the following field in the main form	Shift + Tab
To remove indentation from selected lines	Shift + Tab or Ctrl + Shift + M
To move to the previous field	Shift + Tab, or Left Arrow
To move to the next field	Tab
To enter the subform from the preceding field in the main form	Tab
To indent selected lines	Tab or Ctrl +

	M
To move to the next field	Tab, Enter, or Right Arrow
To move up one line	Up Arrow
To move to the current field in the previous record	Up Arrow

Tally short keys

Keys

Functions

ALT + 2 To Duplicate a voucher

ALT + A To Add a voucher

ALT + C To Alter the column in columnar report

ALT + D To create a master at a voucher screen (if it has not been already assigned a different function, as in reports like Balance Sheet, where it adds a new column to the report)

To access Auto Value Calculator in the amount field during voucher entry

To delete a voucher

To delete a master

To delete a column in any columnar report

ALT + E

To export the report in ASCII, HTML OR XML format
ALT + I
To insert a voucher To toggle between Item and Accounting invoice
ALT + N
To view the report in automatic columns
ALT + P
To print the report
ALT + R
To remove a line in a report
ALT + S
To bring back a line you removed using ALT + R
ALT + U
To retrieve the last line which is deleted using Alt + R
ALT + W
To view the Tally Web browser.
ALT + X
To cancel a voucher in Day Book/List of Vouchers
ALT + Y
To Register Tally

CTRL + A
To accept a form – wherever you use this key combination, that screen or report gets accepted as it is.
CTRL + ALT + B
To check the Company Statutory details
CTRL + G
To select the Group
Ctrl + Alt + I
To import statutory masters
CTRL + Q
To abandon a form – wherever you use this key combination, it quits that screen without making any changes to it.
CTRL + R
To repeat narration in the same voucher type
CTRL + Alt + R
Rewrite data for a Company
F1 -To select a company To select the Accounts Button and Inventory buttons-At all masters menu screen At the Accounting / Inventory Voucher creation and alteration screen

F2 -To change the menu period-At almost all screens in TALLY
F3 -To select the company-At almost all screens in TALLY
F4 -To select the Contra voucher-At Accounting / Inventory Voucher creation and alteration screen
F5 -To select the Payment voucher-At Accounting / Inventory Voucher creation and alteration screen
F6 -To select the Receipt voucher-At Accounting / Inventory Voucher creation and alteration screen
F7 -To select the Journal voucher-At Accounting / Inventory Voucher creation and alteration screen
F8 -To select the Sales voucher-At Accounting / Inventory Voucher creation and alteration screen
F8 (CTRL+F8) -To select the Credit Note voucher-At Accounting / Inventory Voucher creation and alteration screen
F9 -To select the Purchase voucher-At Accounting / Inventory Voucher creation and alteration screen
F9 (CTRL+F9) -To select the Debit Note voucher-At Accounting / Inventory Voucher creation and alteration screen
F10 -To select the Reversing Journal voucher-At Accounting / Inventory Voucher creation and alteration screen
F10 -To select the Memorandum voucher-At Accounting / Inventory Voucher creation and alteration screen
F11 -To select the Functions and Features screen-At almost all screens in TALLY

F12-To select the Configure screen-At almost all screens in TALLY

Special Key Combination

Windows-Functionality-Availability

ALT + 2-To Duplicate a voucher-At List of Vouchers - creates a voucher similar to the one where you positioned the cursor and used this key combination

ALT + A-To Add a voucher-At List of Vouchers - adds a voucher after the one where you positioned the cursor and used this key combination.

ALT + C-To create a master at a voucher screen (if it has not been already assigned a different function, as in reports like Balance Sheet, where it adds a new column to the report)-At voucher entry and alteration screens, at a field where you have to select a master from a list. If the necessary account has not been created already, use this key combination to create the master without quitting from the voucher screen.

ALT + D-To delete a voucher

To delete a master

(if it has not been already assigned a different function, as explained above)-At Voucher and Master (Single) alteration screens. Masters can be deleted subject to conditions, as explained in the manual.

ALT + E-To export the report in ASCII, SDF, HTML OR XML format-At all reports screens in TALLY

ALT + I-To insert a voucher-At List of Vouchers - inserts a voucher before the one where you positioned the cursor and used this key combination.

ALT + O-To upload the report at your website-At all reports screens in TALLY

ALT + M -To Email the report-At all reports screens in TALLY
ALT + P -To print the report-At all reports screens in TALLY
ALT + R -To remove a line in a report-At all reports screens in TALLY
ALT + S -To bring back a line you removed using ALT + R- At all reports screens in TALLY
ALT+ V -From Invoice screen to bring Stock Journal screen- At Invoice Press Alt + V to select the Stock Journal.◇ Quantity Field ◇screen
ALT + W -To view the Tally Web browser.-At all reports screens in TALLY
ALT + X -To cancel a voucher in Day Book/List of Vouchers- At all voucher screens in TALLY
ALT + R -To Register Tally-At Licensing Menu in TALLY
CTRL + A -To accept a form - wherever you use this key combination, that screen or report gets accepted as it is.-At almost all screens in TALLY, except where a specific detail has to be given before accepting.
CTRL + B -To select the Budget-At Groups/Ledgers/Cost Centres/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen