

Universal Keyboard Shortcuts

Shortcut: Ctrl + C

Windows: Copy selected item

Word: Copy selected text or object

Excel: Copy selected cells or data

Shortcut: Ctrl + V

Windows: Paste copied item

Word: Paste copied text or object

Excel: Paste copied cells or formulas

Shortcut: Ctrl + Z

Windows: Undo last action

Word: Undo last action in the document

Excel: Undo last cell/data operation

Shortcut: Ctrl + S

Windows: Save current document or file

Word: Save the Word document

Excel: Save the Excel workbook

Shortcut: Ctrl + P

Windows: Print current document or screen

Word: Open print dialog for Word document

Excel: Open print setup for Excel sheet

Shortcut: Alt + Tab

Windows: Switch between open applications

Word: Switch to another app while working in Word

Excel: Switch to another app while working in Excel

Shortcut: Ctrl + F

Windows: Find text in current window

Word: Find words or phrases in document

Excel: Find data in cells

Shortcut: Ctrl + A

Windows: Select all items in window

Word: Select all content in the document

Excel: Select all cells in the worksheet