



Microsoft Office Keyboard Shortcuts Guide

 **Word** |  **Excel** |  **PowerPoint**

All shortcuts are based on the latest Microsoft 365 versions.



Common Shortcuts (Work Across Word, Excel & PowerPoint)

Action	Shortcut
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y
Save File	Ctrl + S
Open File	Ctrl + O
New File	Ctrl + N
Print	Ctrl + P
Select All	Ctrl + A
Find	Ctrl + F
Replace	Ctrl + H
Zoom In/Out	Ctrl + Mouse Wheel
Close Application	Alt + F4
Switch Between Open Apps	Alt + Tab
Take Screenshot of Window	Alt + PrtScn

Microsoft Word Shortcuts

Text Editing & Formatting

Action	Shortcut
Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Strikethrough	Ctrl + Shift + X
Change Case (Upper/Lower/Title)	Shift + F3
Clear Formatting	Ctrl + Space
Superscript	Ctrl + Shift + +
Subscript	Ctrl + =
Increase Font Size	Ctrl + Shift + >
Decrease Font Size	Ctrl + Shift + <

Document Navigation & Layout

Action	Shortcut
Align Left	Ctrl + L
Align Center	Ctrl + E
Align Right	Ctrl + R
Justify	Ctrl + J
Insert Page Break	Ctrl + Enter
Go to Next Page	Ctrl + Page Down
Go to Previous Page	Ctrl + Page Up
Show/Hide Formatting Marks	Ctrl + Shift + 8
Find Heading/Bookmark	Ctrl + G

Review & Collaboration

Action	Shortcut
Add Comment	Ctrl + Alt + M
Spell Check	F7
Word Count	Ctrl + Shift + G
Save As PDF	F12 then choose PDF
Open Thesaurus	Shift + F7

Microsoft Excel Shortcuts

Basic Operations

Action	Shortcut
New Workbook	Ctrl + N
Save Workbook	Ctrl + S
Open Workbook	Ctrl + O
Close Workbook	Ctrl + W
Insert New Sheet	Shift + F11
Rename Sheet	Alt + H + O + R
Delete Sheet	Alt + H + D + S

Cell Editing & Formatting

Action	Shortcut
Edit Active Cell	F2
Copy Cell	Ctrl + C
Paste	Ctrl + V
Cut	Ctrl + X
Fill Down	Ctrl + D
Fill Right	Ctrl + R
Insert Row	Ctrl + Shift + +
Delete Row	Ctrl + -
Bold Text	Ctrl + B
Center Align	Alt + H + A + C
Add Borders	Ctrl + Shift + &
Remove Borders	Ctrl + Shift + _
Apply Number Format	Ctrl + Shift + 1
Apply Date Format	Ctrl + Shift + 3

Data Navigation

Action	Shortcut
Move to End of Data	Ctrl + Arrow Key
Select Entire Column	Ctrl + Space
Select Entire Row	Shift + Space
Select All Data	Ctrl + A
Go to Top Left Cell	Ctrl + Home
Go to Last Used Cell	Ctrl + End

Formulas & Functions

Action	Shortcut
Start Formula	=
Insert Function	Shift + F3
AutoSum	Alt + =
Show Formulas	Ctrl + ~
Recalculate Sheet	F9
Toggle Absolute Reference	F4
Create Chart	Alt + F1

Data Tools

Action	Shortcut
Sort Data	Alt + D + S
Filter	Ctrl + Shift + L
Remove Filter	Alt + D + F + F
Freeze Panes	Alt + W + F + F
Insert Table	Ctrl + T
Insert Pivot Table	Alt + N + V



Microsoft PowerPoint Shortcuts



Slide Management

Action	Shortcut
New Slide	Ctrl + M
Duplicate Slide	Ctrl + D
Delete Slide	Del
Move to Next Slide	Page Down
Move to Previous Slide	Page Up
Start Slideshow	F5
Start Slideshow from Current Slide	Shift + F5
End Slideshow	Esc



Text & Object Editing

Action	Shortcut
Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Group Objects	Ctrl + G
Ungroup Objects	Ctrl + Shift + G
Align Left	Ctrl + L
Align Center	Ctrl + E
Align Right	Ctrl + R
Bring to Front	Ctrl + Shift +]
Send to Back	Ctrl + Shift + [



Presentation Mode

Action	Shortcut
Next Slide	N or →
Previous Slide	P or ←
Black Screen	B
White Screen	W
Jump to Slide	Slide Number + Enter
Show/Hide Pointer	Ctrl + P or A
Erase Annotations	E