

Microsoft

Word



SHORTCUTS KEYS

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CTRL + SHIFT + C = Copy Formats

CTRL + SHIFT + D = Double Underline text

CTRL + SHIFT + E = Track changes

CTRL + SHIFT + F = Change the font

CTRL + SHIFT + H = Apply hidden text formatting

CTRL + SHIFT + K = Format letters as small capitals

CTRL + SHIFT + L = Apply the List style

CTRL + SHIFT + M = Remove a paragraph indent from the left

CTRL + SHIFT + N = Apply the Normal Style

CTRL + SHIFT + P = Change the font size

CTRL + SHIFT + Q = Change the selection to the Symbol font

CTRL + SHIFT + S = Apply a style

CTRL + SHIFT + T = Reduce a hanging indent

CTRL + SHIFT + V = Paste Formats

CTRL + SHIFT + W = Underline words but not spaces



- Ctrl+Enter** Fills the selected cells with the current entry.
- Ctrl+Spacebar** Selects the entire column.
- Ctrl+Shift+Spacebar** Selects the entire worksheet.
- Ctrl+Home** Move to cell A1.
- Ctrl+End** Move to last cell on worksheet.
- Ctrl+Tab** Move between Two or more open Excel files.
- Ctrl+Shift+Tab** Activates the previous workbook.
- Ctrl+Shift+A** Inserts argument names into a formula.
- Ctrl+Shift+F** Opens the drop-down menu for fonts.
- Ctrl+Shift+O** Selects all of the cells that contain comments.
- Ctrl+Shift+P** Opens the drop-down menu for point size.
- Shift+Insert** Pastes what is stored on the clipboard.
- Ctrl+Shift+F6** Moves to the previous worksheet window.
- Ctrl+Shift+F12** Prints the current worksheet
- Shift+Home** Highlights all text to the left of the cursor.

Microsoft Publisher

SHORTCUTS KEYS

- Ctrl+Shift+f** accesses the font menu
- Ctrl+Shift+P** accesses the font size menu,
- Ctrl+Shift+>** increases the font size
- Ctrl+Shift+<** decreases the font size
- Ctrl+Shift+=** subscript
- Ctrl+Shift+K** small caps
- Ctrl+Spacebar** removes all style formats of the highlighted text
- Ctrl+B** for bold text
- Ctrl+U** for underline
- Ctrl+I** for italic
- Ctrl+=** superscript
- CTRL+SHIFT+G** Group selected objects
- ALT+F6** Bring object to front.
- ALT+SHIFT+F6** Send object to back.

Ctrl+J or **Ctrl+Shift+>** Increase font size

Shift+F3 Switch case (selected text)

Ctrl+Shift+K Format letters as small capitals

Alt+O Display the Format menu

Ctrl+Shift+P Display the Font dialog box

Ctrl+Shift+L Add bullets

Ctrl+T / Ctrl+Shift+T Increase Decrease indent

Ctrl+Shift+Z or **Ctrl+Space** Clear formatting

Ctrl+Shift+H Delete the next word

Ctrl+Shift+J Stretch a paragraph to fit between the margins

Ctrl+Shift+S Apply styles

Ctrl+T / Ctrl+Shift+T Create/reduce a hanging indent

Ctrl+K Insert a hyperlink

Ctrl+L / Ctrl+R Left/Right align a paragraph

Ctrl+Q Remove paragraph formatting

Microsoft

Powerpoint

SHORTCUTS KEYS

- Ctrl+Shift+G** Group Shape
- Ctrl+Shift+H** Ungroup Shape
- Ctrl+Shift+J** Regroup Shape
- Ctrl+Alt+Click** Straight line by curve tool
- Ctrl+Resize Click** Resize from center
- Alt+NandP** Insert Picture
- Alt+NandSandH** Insert Shape
- Alt+GandH** Select Theme
- Alt+HandL** Select Slide Layout
- Alt+Nand X** Insert textbox
- Alt+NandJ** Select object
- Alt+NandW** Insert Wordart
- Ctrl+Shift+C** Copy shape attributes
- Ctrl+Shift+V** Paste shape attributes
- Ctrl+C/Ctrl+X/Ctrl+V** Copy, cut and paste shapes