A – Z MICROSOFT OFFICE KEYBOARD SHORTCUTS

1. **Ctrl**

   - + A ➜ Select All
   - + B ➜ Select /Deselect Bold Font Style
   - + C ➜ Copy
   - + D ➜ Open Font Properties' Dialog Box
   - + E ➜ Align text to Center
   - + F ➜ Find in Document
   - + G ➜ Go-to in Document
   - + H ➜ Find and Replace in Document
   - + I ➜ Select / Deselect Italic Font Style
   - + J ➜ Justify text to right and left
   - + K➜ Insert hyperlink
   - + L ➜ Align to Left
   - + M ➜ Add margin to paragraph
   - + N ➜ Create New Page
   - + O ➜ Open an existing file
   - + P ➜ Print document
   - + Q ➜ Deselect numbering system
   - + R ➜ Align to Right
   - + S ➜ Save Document
   - + T ➜ Add margin to not-first-line of paragraph
   - + U ➜ Select / Deselect Underlining text property
   - + V ➜ Paste
   - + W ➜ Close existing Document
   - + X ➜ Cut
   - + Y ➜ Redo
   - + Z ➜ Undo