**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

***Discover happiness***

* + Z 🡺 Undo