# Keyboard Shortcuts

Keyboard shortcuts are especially useful if you are a good typist because your hands can remain on the keyboard. Almost every command in Microsoft Office can be executed with either the mouse or the keyboard. Most people begin with the mouse then add keyboard shortcuts as they become more proficient. There is no right or wrong technique, just different techniques, and the one you choose depends entirely on personal preference. If, for example, your hands are already on the keyboard, it is faster to use the keyboard equivalent if you know it.

Here is a list of Ctrl A through Z. Many of these keyboard shortcuts work in other word processing programs. Using keyboard shortcuts saves time because you don’t have to take your hands off the keyboard.

Ctrl+A Select all (entire document)

Ctrl+B **Bold**

Ctrl+C Copy

Ctrl+D Font dialog box

Ctrl+E Center align

Ctrl+F Find

Ctrl+G Go To

Ctrl+H Replace

Ctrl+I *Italic*

Ctrl+J Justify align

Ctrl+K Insert Hyperlink dialog box

Ctr+L Left align

Ctrl+M Left indent

Ctrl+N New blank document

Ctrl+O Open dialog box

Ctrl+P Print dialog box

Ctrl+Q Reset paragraph formats

Ctrl+R Right align

Ctrl+S Save dialog box

Ctrl+T Hanging Indent

Ctrl+U Underline

Ctrl+V Paste

Ctrl+W Close document

Ctrl+X Cut

Ctrl+Y Repeat last action

Ctrl+Z Undo

**Other Ctrl Keyboard Shortcuts**

Ctrl+1 Single-spacing

Ctrl+2 Double-spacing

Ctrl+5 Space and one-half

Ctrl+Enter Hard page break

Ctrl+Shift+D Double underline

Ctrl+Shift+K Small caps

Ctrl+Shift+M Un Indent

Ctrl+Shift+T Remove hanging indent

**Function Keys**

You can use some function keys to perform tasks faster than going through menus.

F1 Help

Shift+F1 What’s This?

F2 Rename file (Open or Save As)

Shift+F3 Toggle casing

F5 Refresh list (Open or Save As)

F7 Spelling and Grammar

F8 Extend selection

F9 Update field, such as formula

F12 Save As dialog box

**Moving the Insertion Pont**

Ctrl+Home Beginning of document

Ctrl+End End of document

Ctrl+PgDn Next page

Ctrl+PgUp Previous page

**Keeping Text Together**

You should prevent certain word combinations (e.g., dates, names, and phone numbers) from wrapping between them.

Ctrl+Shift+Spacebar Nonbreaking Space

Ctrl+Shift+Hyphen Nonbreaking Hyphen