

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	<i>Italic</i>
Ctrl+J	Justify align
Ctrl+K	Insert Hyperlink dialog box
Ctrl+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

Keyboard Shortcuts

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 Point

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