

Microsoft Office Shortcuts Quick Keyboard Commands

	Word	Access	Excel	PowerPoint
Ctrl-a	Select entire document	Select All	Select All cells	Select All
Ctrl-b	Bold	Bold	Bold	Bold
Ctrl-c or F3	Copy	Copy	Copy	Copy
Ctrl-f	Find	Find Request	Find	n/a
Ctrl-g	Go to	n/a	n/a	n/a
Ctrl-h	Find and Replace	Replace text	n/a	n/a
Ctrl-i	Italics	n/a	n/a	Italics
Ctrl-l	Left Justify text	n/a	n/a	n/a
Ctrl-m	Move tab ½" right	n/a	Format a Number	Add (create) slide
Sft-Ctrl-m	Move tab ½" left	n/a	n/a	n/a
Ctrl-n	New document	n/a	n/a	n/a
Alt-n	n/a	Create new object	New sheet	New presentation
Ctrl-o	Open	Open	Open	Open
Ctrl-p	Print	Print	Print	Print
Ctrl-q	Quit	Quit	Quit	Quit
Ctrl-r	Right Justify text	New Record	Fill Right	n/a
Ctrl-Tab	Save As	Display Page	Save As	n/a
Ctrl-s	Save	Save Query	Save	Save
Ctrl-u	Underline	n/a	Underline	Underline text
Ctrl-v	Paste	Paste	Paste	Paste text
Ctrl-x	Cut	Cut	Cut	Cut
Ctrl-z	Undo	Undo	Undo	Undo
Ctrl-1 (one)	n/a	n/a	Format cell	n/a
F1	Help	Help	Help	Help
F7	Spelling/Grammar check	Spelling check	Spelling check	Spelling check
Ctrl-[n/a	n/a	n/a	decrease font size
Ctrl-]	n/a	n/a	n/a	increase font size

Shortcuts when selecting Text

Selection Task	Shortcut
Select adjacent text	Click and drag over the text
Select a word	Double-click on the word
Select a line	Triple click on the line
Select a paragraph	Click 4 times in the paragraph
Select from the insertion point to the beginning or end of paragraph	Press Shift-Option-Up arrow or Shift-Option-Down arrow
Select an extended section	Click at one end of the section, then Shift-Click at the other end
Select whole document	Ctrl-A or Triple click in selection area
Select from the insertion point to the beginning or end of document	Press Shift-Ctrl-Home or Shift-Ctrl-End