

# Microsoft Word Quick keys

## Open and close documents

To	Press
Open a document	Ctrl O
Print a document	Ctrl P
Save a document	Ctrl S
Save a document As	F12
Save all open documents (not 2007)	Shift File Save All
Close a document	Ctrl W
Close all open documents (not 2007)	Shift File Close All
Exit Word	Alt F4

## Navigating

To move to the	Press
Previous/next character	← →arrows
Previous/next line	↑ ↓ arrows
Previous/next word	Ctrl ← →
Paragraph above/below	Ctrl ↑ ↓
Beginning/end of a line	Home/End
Next/previous screen	Pg Down/Pg Up
Top of next/previous page	Ctrl Pg Down/Pg Up
Beginning/End of a document	Ctrl Home, End
Go to	F5 or Ctrl G
Previous (or last 3) location(s)	Shift F5
Next field	F11
Previous field	Shift F11

## Selecting text with the mouse

To select a	Do this
Word	Double click the word
Line	Click in selection bar
Paragraph	2 clicks left margin; 3 clicks para
Sentence	Ctrl click in sentence
Document	3 clicks in left margin
Multiple lines	Click at beginning; then Shift click at end
Columns	Alt drag
Multiple Selection	Ctrl click and select text

## Selecting text with the keyboard

To select	Press
Document	Ctrl A

## Special characters

To insert	Press
New paragraph	Enter
New line	Shift Enter
Page break	Ctrl Enter
Column break/Split Table	Ctrl Shift Enter
Hard space	Ctrl Shift Space
Hard hyphen	Ctrl Shift Hyphen

## Editing

To	Press
Delete one char to the right	Delete
Delete one word to the right	Ctrl Delete
Delete one char to the left	Backspace
Delete one word to the left	Ctrl Backspace
Undo/Redo	Ctrl Z, Y
Cut/Copy/Paste	Ctrl X, C, V
Move one para up/down	Alt Shift ↑ ↓
Create Autotext	Alt F3
Insert Autotext	Type name in text press F3
Find/Replace	Ctrl F, H
Repeat last function	F4
Repeat last "Find"	Shift F4
Turn tracking (revision marks) on/off	Ctrl Shift E

## Proofing

To activate	Press
Spell check	F7
Thesaurus	ShiftF7

## Font Formatting

To apply	Press
Bold/italic/underline	Ctrl B/I/U
Word Underline (not spaces)	Ctrl Shift W
Double underline	Ctrl Shift D
Font type	Ctrl Shift F
Point size	Ctrl Shift P
Increase the font size	Ctrl ]
Decrease the font size	Ctrl [
Hidden text	Ctrl Shift H
Small Kaps	Ctrl Shift K
Toggle the case of letters	Shift F3
Subscript	Ctrl =
Superscript	Ctrl Shift =
Remove all font formatting	Ctrl Spacebar

## Paragraph formatting

To apply	Press
Single/double/1.5 line spacing	Ctrl 1; 2, 5
One line space before para	Ctrl 0 (zero)
Center, left, right align, justify a paragraph	Ctrl E, L, R, J
Bulleted paragraphs	Ctrl Shift L
Indent	Ctrl M
Outdent	Ctrl Shift M
Hanging indent	Ctrl T
Reduce a hanging indent	Ctrl Shift T
Remove paragraph formatting	Ctrl Q

## Apply Styles

To apply	Press
Styles	Ctrl Shift S, type name press Enter
Normal style	Ctrl Shift N
Heading styles	Ctrl Alt 1, 2,

## Insert Symbols

To Insert	Press
© (copyright)	Ctrl Alt C
® (registered trademark)	Ctrl Alt R
™ (trademark)	Ctrl Alt T
¢ (cents)	Alt 155 (num pad)*
£ (pounds)	Alt 0163 (num pad)*
¥ (yen)	Alt 0165 (num pad)*
¼ (quarter)	Alt 172 (num pad)*
½ (half)	Alt 171 (num pad)*
¾ (three quarters)	Alt 0190 (num pad)*

\*Num Lock must be on

## Changing Views

To change to	Press
Normal View	Ctrl Alt N
Print Layout View	Ctrl Alt P
Print Preview	Ctrl Alt I
Outline view	Ctrl Alt O
The next window	Ctrl F6
The previous window	Ctrl Shift F6
A split window	Ctrl Alt S, then click

## Tables – with the keyboard

To move to the	Press
Next cell in a row	Tab
Previous cell in a row	Shift Tab
First cell in a row	Alt Home
Last cell in a row	Alt End
Top of column	Alt Page Up
Bottom of column	Alt Page Down
Next tab stop in a cell	Ctrl Tab

## Tables – with the mouse

To select a	Click
Cell	The cell's left margin
Row	The row's left margin
Column	Alt click (anywhere in column)
Multiple columns	Alt click and drag
Table	Alt double click (anywhere in table)

# Microsoft Excel shortcuts

## Working with workbooks

To	Press
Create a new workbook	Ctrl N
Open a workbook	Ctrl O
Print a workbook	Ctrl P
Save a workbook	Ctrl S
Save a document "As"	F12
Close a document	Ctrl F4
Exit Excel	Alt F4

## Navigation

To move to the	Press
Previous/next cell	← →arrows
Move to edge of the current data region	CTRLarrows
Move to beginning of worksheet	Ctrl Home
Move to the end of worksheet	Ctrl End
Beginning/end of a row	Home/End
Next/previous screen	Pg Down/Pg Up
Top of next/previous page	ALT Pg Down/Pg Up
Beginning/End of a worksheet	Ctrl Home, End
Go to	F5 or Ctrl G
Move between unlocked cells on a protected worksheet	TAB

## Select cells, rows and columns

To select a	Do this
Column	Ctrl Spacebar
Row	Shift Spacebar
Entire Workbook	Ctrl A

## Select cells with specific characteristics

To select	Press
Select the current list	Ctrl Shift *
Select all cells that contain comments	Ctrl Shift O (letter)
Select cells referenced by formulas	Select the cell that contains formula press Ctrl [
Select Visible cells only	Alt ;

## Edit Data

To	Press
Edit the active cell	F2
Start a new line in the same cell	Alt F7
Delete text to the end of the line	Ctrl Delete
Edit a cell comment	Shift F2
Undo the last action	Ctrl Z
Cancel a cell entry	ESC
Move to the beginning of the row	Home
Repeat the last action	F4
Fill down	Ctrl D
Fill to the right	Ctrl R
Spell check	F7
Insert a hyperlink	Ctrl K
Enter the date	Ctrl ;
Enter the time	Ctrl Shift :

## Insert – Delete – Copy Cells

To	Press
Copy the selected cells	Ctrl C
Cut the selected cells	Ctrl X
Paste the copied cells	Ctrl V
Paste the copied cells once	Enter
Delete the selected cells	Delete
Insert blank cells	Ctrl Shift +

## Font Formatting

To	Press
Bold/italic/underline	Ctrl B/I/U
Font type	Ctrl Shift F
Format Cell dialog box	Ctrl 1
Apply the general number format	Ctrl Shift ~
To apply the currency format	Ctrl Shift \$
To apply the percentage format	Ctrl Shift %
To apply the date format	Ctrl Shift #
To apply the time format	Ctrl Shift @
To apply no. format 2 decimal places	Ctrl Shift !
To strikethrough	Ctrl 5
Hide the selected rows	Ctrl 9
Unhide any hidden row in a selection	Ctrl Shift )
Apply outline border to selected cells	Ctrl Shift &
Remove the outline border from cells	Ctrl Shift _

## Work with Sheets

To	Press
Insert a new worksheet	Shift F11
Move to the next/prev sheet	Ctrl Page Up/Down

## Work with Columns/Rows

To Insert	Select	Press
Column	Column	Ctrl +
Row	Row	Ctrl +
To Delete	Select	Press
Column	Column	Ctrl -
Row	Row	Ctrl -

Use the plus and minus signs from the number pad

## Select a range

### To select a contiguous range

Select	Press	Select
Select first cell	Shift	Select end cell

### To select a non-contiguous range

Select	Press	Select
Select range of cells	Ctrl	Select next range of cells

## Move within a selected range

To	Press
Move from top to bottom	Enter
Move from bottom to top	Shift Enter
Move from left to right	Tab
Move from right to left	Shift Tab
Move clockwise to next corner range	Ctrl .
Select a range	Ctrl Shift arrows