

MS OFFICE Shortcut Keys



Most useful Microsoft Office shortcut keys are given here. It's not useful for all works but these Shortcut keys can also be used in MS Word, MS Excel & MS PowerPoint.

Shortcut Key	Feature Action
F1	Help.
F2	Move text or graphics.
F3	Insert an AutoText entry.
F4	Repeat the last action.
F5	Choose the Go To command.
F6	Go to the next pane or frame.
F7	Choose the Spelling command.
F8	Extend a selection.
F9	Update selected fields.
F10	Activate the menu bar.
F11	Go to the next field.
F12	Choose the Save As command.
CTRL+B	Make letters bold.
CTRL+I	Make letters italic.

Shortcut Key	Feature Action
CTRL+U	Make letters underline.
CTRL+C	Copy the selected text or object.
CTRL+X	Cut the selected text or object.
CTRL+V	Paste text or an object.
CTRL+Z	Undo the last action.
CTRL+Y	Redo the last action.
CTRL+F12	Display the Open dialog box.
CTRL+F2	Choose the Print Preview command.
CTRL+F3	Cut to the Spike.
CTRL+F4	Close the window.
CTRL+F5	Restore the document window size.
CTRL+F6	Go to the next window.
CTRL+F7	Choose the Move command.
CTRL+F8	Choose the Size command.
CTRL+F9	Insert an empty field.
CTRL+F10	Maximize the document window.
CTRL+F11	Lock a field.
CTRL+F12	Choose the Open command.
CTRL+]	Increase the font size by 1 point.
CTRL+[Decrease the font size by 1 point.
CTRL+SPACEBAR	Remove paragraph or character formatting.
CTRL+HYPHEN	Create a nonbreaking hyphen.
CTRL+LEFT ARROW	Move one word to the left.
CTRL+RIGHT ARROW	Move one word to the right.
CTRL+TAB	Switch to the next tab in a dialogue box.
SHIFT+F1	Start context-sensitive Help or reveal formatting.
SHIFT+F2	Copy text.
SHIFT+F3	Change the case of letters.
SHIFT+F4	Repeat a Find or Go To action.
SHIFT+F5	Move to the last change.
SHIFT+F6	Go to the previous pane or frame.
SHIFT+F7	Choose the Thesaurus command.

Shortcut Key	Feature Action
SHIFT+F8	Shrink a selection.
SHIFT+F9	Switch between a field code and its result.
SHIFT+F10	Display a shortcut menu.
SHIFT+F11	Go to the previous field.
SHIFT+F12	Choose the Save command.
SHIFT+HOME	Select from the insertion point to the beginning of the entry.
SHIFT+END	Select from the insertion point to the end of the entry.
SHIFT+TAB	Move to the previous option or option group.
SHIFT+LEFT ARROW	Select or unselect one character to the left.
SHIFT+RIGHT ARROW	Select or unselect one character to the right.
Shift + Enter	Create a soft break instead of a new paragraph.
Shift + Insert	Paste.
ALT+F1	Go to the next field.
ALT+F3	Create an AutoText entry.
ALT+F4	Quit Microsoft Word.
ALT+F5	Restore the program window size.
ALT+F6	Move from an open dialog box back to the document for dialog boxes such as Find and Replace that support this behavior.
ALT+F7	Find the next misspelling or grammatical error
ALT+F8	Run a macro.
ALT+F9	Switch between all field codes and their results.
ALT+F10	Maximize the program window.
ALT+F11	Display Microsoft Visual Basic code.
Shift + Alt + D	Insert the current date.
Shift + Alt + T	Insert the current time.
CTRL+SHIFT+C	Copy formatting from text.
CTRL+SHIFT+F	Change the font.
CTRL+SHIFT+P	Change the font size.
CTRL+SHIFT+V	Apply copied formatting to text.
CTRL+SHIFT+>	Increase the font size.

Shortcut Key	Feature Action
CTRL+SHIFT+<	Decrease the font size.
CTRL+SHIFT+F3	Insert the contents of the Spike.
CTRL+SHIFT+F5	Edit a bookmark.
CTRL+SHIFT+F6	Go to the previous window.
CTRL+SHIFT+F7	Update linked information in a Microsoft Word source document.
CTRL+SHIFT+F8	Extend a selection or block.
CTRL+SHIFT+F9	Unlink a field.
CTRL+SHIFT+F11	Unlock a field.
CTRL+SHIFT+F12	Choose the Print command.
CTRL+SHIFT+LEFT ARROW	Select or unselect one word to the left.
CTRL+SHIFT+RIGHT ARROW	Select or unselect one word to the right.
CTRL+SHIFT+SPACEBAR	Create a nonbreaking space.
CTRL+SHIFT+TAB	Switch to the previous tab in a dialog box.
ALT+SHIFT+F1	Go to the previous field.
ALT+SHIFT+F2	Choose the Save command.
ALT+SHIFT+F9	Run GOTOBUTTON or MACROBUTTON from the field that displays the field results.
ALT+SHIFT+F10	Display the menu or message for a smart tag. If more than one smart tag is present, switch to the next smart tag and display its menu or message.
ALT+SHIFT+F11	Start the Microsoft Script Editor.
CTRL+ALT+F1	Display Microsoft System Information.
CTRL+ALT+F2	Open command.

For MS Excel Shortcut Keys

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