

MS Office Keyboard Shortcuts

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MS Word Keyboard Shortcuts

CTRL + A	Select all contents of the page
CTRL + B	Bold highlighted selection
CTRL + C	Copy selected text
CTRL + X	Cut selected text
CTRL + N	Open new/blank document
CTRL + O	Open options
CTRL + P	Open the print window
CTRL + F	Open find box
CTRL + I	Italicize highlighted selection
CTRL + K	Insert link
CTRL + U	Underline highlighted selection
CTRL + V	Paste
CTRL + Y	Redo the last action performed
CTRL + Z	Undo last action
CTRL + G	Find and replace options
CTRL + H	Find and replace options
CTRL + J	Justify paragraph alignment
CTRL + L	Align selected text or line to the left
CTRL + Q	Align selected paragraph to the left
CTRL + E	Align selected text or line to the center
CTRL + R	Align selected text or line to the right
CTRL + M	Indent the paragraph
CTRL + T	Hanging indent
CTRL + D	Font options
CTRL + SHIFT + F	Change the font
CTRL + SHIFT + >	Increase selected font +1

CTRL +]	Increase selected font +1
CTRL + SHIFT + <	Decrease selected font -1
CTRL + [Decrease selected font -1
CTRL + SHIFT + *	View or hide non-printing characters
CTRL + LEFT ARROW	Move one word to the left
CTRL + RIGHT ARROW	Move one word to the right
CTRL + UP ARROW	Move to beginning of the line or paragraph
CTRL + DOWN ARROW	Move to the end of the paragraph
CTRL + DELETE	Delete word to right of cursor
CTRL + BACKSPACE	Delete word to left of cursor
CTRL + END	Move cursor to end of document
CTRL + HOME	Move cursor to beginning of document
CTRL + SPACE	Reset highlighted text to default font
CTRL + 1	Single-space lines
CTRL + 2	Double-space lines
CTRL + 5	1.5-line spacing
CTRL + ALT + 1	Change text to heading 1
CTRL + ALT + 2	Change text to heading 2
CTRL + ALT + 3	Change text to heading 3
F1	Open help
SHIFT + F3	Change case of selected text
SHIFT + INSERT	Paste
F4	Repeat last action performed (Word 2000+)
F7	Spell check selected text and/or document
SHIFT + F7	Activate the thesaurus
F12	Save as
CTRL + S	Save
SHIFT + F12	Save
ALT + SHIFT + D	Insert the current date
ALT + SHIFT + T	Insert the current time
CTRL + W	Close document

MS Excel Keyboard Shortcuts

F2	Edit the selected cell
F5	Go to a specific cell
F7	Spell check selected text and/or document
F11	Create chart
CTRL + SHIFT + ;	Enter the current time
CTRL + ;	Enter the current date

ALT + SHIFT + F1	Insert new worksheet
SHIFT + F3	Open the Excel formula window
SHIFT + F5	Bring up search box
CTRL + A	Select all contents of worksheet
CTRL + B	Bold highlighted selection
CTRL + I	Italicize highlighted selection
CTRL + C	Copy selected text
CTRL + V	Paste
CTRL + D	Fill
CTRL + K	Insert link
CTRL + F	Open find and replace options
CTRL + G	Open go-to options
CTRL + H	Open find and replace options
CTRL + U	Underline highlighted selection
CTRL + Y	Underline selected text
CTRL + 5	Strikethrough highlighted selection
CTRL + O	Open options
CTRL + N	Open new document
CTRL + P	Open print dialog box
CTRL + S	Save
CTRL + Z	Undo last action
CTRL + F	Minimize current window
CTRL + F	Maximize currently selected window
CTRL + F	Switch between open workbooks/windows
CTRL + PAGE UP / DOWN	Move between Excel worksheets in the same document
CTRL + TAB	Move between two or more open Excel® files
Alt + =	Create formula to sum all of above cells
CTRL + ‘	Insert value of above cell into current cell
CTRL + SHIFT + !	Format number in comma format
CTRL + SHIFT + \$	Format number in currency format
CTRL + SHIFT + #	Format number in date format
CTRL + SHIFT + %	Format number in percentage format
CTRL + SHIFT + ^	Format number in scientific format
CTRL + SHIFT + @	Format number in time format
CTRL + RIGHT ARROW	Move to next section of text
CTRL + SPACE	Select entire column
SHIFT + SPACE	Select entire row
CTRL + W	Close document

PowerPoint Keyboard Shortcuts

General PowerPoint Shortcuts

Here are some general keyboard shortcuts for opening, closing, and switching between presentations.

CTRL + N	Create a new presentation
CTRL + O	Open an existing presentation
CTRL + S	Save a presentation
F12 / ALT + F2	Open the Save As dialog box
CTRL + W / Ctrl+F4	Close a presentation
CTRL + Q	Save and close a presentation
CTRL + Z	Undo an action
CTRL + Y	Redo an action
CTRL + F2	Print Preview View
F1	Open the Help pane
ALT + Q	Go to the “Tell me what you want to do” box
F7	Check spelling
ALT / F10	Turn key tips on or off
CTRL + F1	Show or hide the ribbon
CTRL + F	Search in a presentation or use Find and Replace
ALT + F	Open the File tab menu
ALT + H	Go to the Home tab
ALT + N	Open the Insert tab
ALT + G	Open the Design tab
ALT + K	Go to the Transitions tab
ALT + A	Go to the Animations tab
ALT + S	Go to the Slide Show tab
ALT + R	Go to the Review tab
ALT + W	Go to View tab
ALT + X	Go to the Add-ins tab
ALT + Y	Go to the Help tab
CTRL + Tab	Switch between open presentations

Slideshow Keyboard hacks

F5	Start the presentation from the beginning
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SHIFT + F5	Start the presentation from the current slide
CTRL + P	Annotate with the Pen tool during a slideshow
N or PAGE DOWN	Advance to the next slide during a slideshow
P or PAGE UP	Return to the previous slide during a slide show
B	Change the screen to black during a slideshow. Press B again to return to the slideshow
ESCAPE	End the slideshow

Outlook Keyboard Shortcuts

ALT + S	Send the email
CTRL + C	Copy selected text
CTRL + X	Cut selected text
CTRL + P	Open print dialog box
CTRL + K	Complete name/email typed in address bar
CTRL + B	Bold highlighted selection
CTRL + I	Italicize highlighted selection
CTRL + U	Underline highlighted selection
CTRL + R	Reply to an email
CTRL + F	Forward an email
CTRL + N	Create a new email
CTRL + SHIFT + A	Create a new appointment to your calendar
CTRL + SHIFT + O	Open the outbox
CTRL + SHIFT + I	Open the inbox
CTRL + SHIFT + K	Add a new task
CTRL + SHIFT + C	Create a new contact
CTRL + SHIFT + J	Create a new journal entry

Ease of Access Shortcuts

Magnifier keyboard shortcuts

Windows key + +	Turn Magnifier on
Windows key + Esc	Turn Magnifier off
Windows key + + / -	When Magnifier is on, zoom in or out
CTRL + ALT + Mouse scroll	Zoom in and out using the mouse scroll wheel
Windows key + CTRL + M	Open Magnifier settings
CTRL + ALT + Arrow keys	Pan in the direction of the arrow keys

CTRL + ALT + I	Invert colors
CTRL + ALT + F	Switch to full screen view
CTRL + ALT + L	Switch to lens view
CTRL + ALT + D	Switch to docked view
CTRL + ALT + M	Cycle through views
CTRL + ALT + R	Resize the lens with the mouse
Shift + ALT + Arrow keys	Resize the lens with the keyboard
CTRL + ALT + Spacebar	Quickly see the entire desktop when using full screen view

Additional Accessibility Keyboard Shortcuts

Right Shift key for 8 Sec	Turn Filter Keys on and off
Left Alt + left Shift + Print screen	Turn High Contrast on or off
Left Alt + left Shift + Num lock	Turn Mouse Keys on or off
Shift key 5 Times	Turn Sticky Keys on or off
Num lock for 5 Sec	Turn Toggle Keys on or off
Windows key + U	Open the Ease of Access Center
Windows key + CTRL + C	Turn color filters on or off
Windows key + CTRL + N	Open Narrator settings
Windows key + CTRL + S	Turn on Windows Speech Recognition
Windows key + CTRL + O	Turn on the On-Screen Keyboard

Remote Desktop Connection Shortcuts

To enter Remote Desktop connection, we need to press Win + R → type 'MSTSC' and press Enter.

To list all parameters of Remote Desktop Connection, press Win + R → type 'MSTSC /?' and press Enter.

Using Shortcuts keys During Remote Desktop Connection

ALT + Page Up	Switches between programs from left to right (equals standard desktop Alt + Tab)
ALT + Page Down	Switches between programs for right to left (equals standard desktop Alt + Shift + Tab)
ALT + Insert	Cycles through the programs in the order they were started (equals standard desktop Alt + Insert)
ALT + Home	Displays the Start menu (equals standard desktop Ctrl + Escape)

CTRL + ALT + Pause	Switches the client between full-screen mode and window mode
CTRL + ALT + Home	Show (or focus) on Connection Bar (when in full-screen mode)
CTRL + ALT + End	Brings up the Windows Security dialog box.
ALT + Delete	Displays the Windows menu.
CTRL + ALT + -	Screenshot of active Window into Clipboard (equals standard desktop PrintScreen)
CTRL + ALT + +	Screenshot of Entire Remote Desktop into Clipboard (equals standard desktop Alt + PrintScreen)