



My Favorite Keyboard Shortcuts in Office 2011 and the Mac

⌘ + A	Select All	Shift + ⌘ + S	Save As
⌘ + B	Bold	⌘ + T	Word – Indents PowerPoint – Opens the Format Text Dialogue Box
⌘ + C	Copy	⌘ + U	Underline
⌘ + D	Word – Font Format PowerPoint - Duplicate	⌘ + V	Paste (The Paste icon will appear offering you popular options, such a Match Destination formatting)
⌘ + E	Center Alignment	⌘ + W	Close a File – Closes the Workbook in Excel, the Document in Word, and the Presentation in PowerPoint
⌘ + F	Activates Search	⌘ + X	Cut
⌘ + H	Hides the Application (Displays Desktop)	⌘ + Y	Repeat Last Action
⌘ + I	Italic	⌘ + Z	Undo (My personal favorite!)
⌘ + J	Word and PowerPoint Justify Alignment – Paragraph	⌘ + ,	Activates Preferences for the Application
⌘ + K	Insert Hyperlink	FN + Delete	Deletes to the Right (Delete removes items to the left.)
⌘ + L	Left Alignment	ESC	Stops an action or command
⌘ + M	Minimizes the active file	F5	Go To in Word and Excel Start Slide Show in PowerPoint
⌘ + N	New	F7	Spell Check
⌘ + O	Open	F10	Activates Expose for application
⌘ + P	Print	F12	Activates/Deactivates Dashboard
⌘ + Q	Quits the Application	CTRL + Mouse Wheel	Using a scrolling wheel on your mouse, you may press your CTRL (Control Key) and with it pressed, roll your scrolling wheel up to increase the size of your document, worksheet, desktop, etc. and roll the wheel down to decrease the size. This is the keyboard shortcut effects the Mac's viewing area.
⌘ + R	Right Align		
⌘ + S	Save	Option + Click and Drag	Copies your selected items to another location as you click and drag with the alt (Option) key pressed