



My Favorite Microsoft Office (and other apps) Keyboard Shortcuts			
Keyboard shortcut	Command	Keyboard shortcut	Command
CTRL + A	Select All	CTRL + T	Excel Create Table
CTRL + B	Bold	CTRL + U	Underline
CTRL + C	Copy	CTRL + V	Paste (The Paste icon will appear offering you popular options, such a Match Destination formatting)
CTRL + D	Word – Font Format Excel – Fill Down PowerPoint - Duplicate Outlook – DELETE!/Font Format	CTRL + W	Close – Closes the Workbook in Excel, the Document in Word, and the Presentation in PowerPoint
CTRL + E	Word and PowerPoint Center Alignment – Paragraph Excel – Unassigned /Doesn't work	CTRL + X	Cut
CTRL + F	Find	CTRL + Y	Repeat Last Action
CTRL + G	Go To	CTRL + Z	Undo
CTRL + H	Replace	ESC	This key cancels the current command or operation.
CTRL + I	Italic	CTRL + Home	Top
CTRL + J	Word and PowerPoint Justify Alignment – Paragraph Excel- Unassigned/Doesn't work	CTRL + End	End/Bottom
CTRL + K	Insert Hyperlink	F1	Help
CTRL + L	Word and PowerPoint Left Alignment – Paragraph Excel-Unassigned/Doesn't work	F5	Go To – Word and Excel Starts Presentation Show - PowerPoint
CTRL + N	New	F7	Spell Check
CTRL + O	Open	F10	Key Tips
CTRL + P	Print	F12	Save As
CTRL + R	Right Align	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, etc. and roll the wheel down to decrease the size. This is the keyboard shortcut for the zoom feature.
CTRL + S	Save		