



## My Favorite Microsoft Office (and other apps) Keyboard Shortcuts

Keyboard shortcut	Command: What it does	Keyboard shortcut	Command: What it does
CTRL + A	Select All; When clicked in a table in Excel selects the table, not entire worksheet.	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 – Flash Fill	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-Create a Table	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, zoom in and out to increase/decrease your view.
CTRL + S	Save		