

## Microsoft Office Shortcuts Quick Keyboard Commands

	Word	Access	Excel	PowerPoint
<b>Ctrl-a</b> or (with pointer in left margin) <b>Ctrl-left click</b>	Select entire document	Select All	Select All cells	Select All
<b>Ctrl-b</b>	Bold	Bold	Bold	Bold
<b>Ctrl-c</b> or <b>F3</b>	Copy	Copy	Copy	Copy
<b>Ctrl-f</b>	Find	Find Request	Find	n/a
<b>Ctrl-Enter</b>	Insert Page Break	n/a	n/a	Move to the next object on a slide or Add (create) slide
<b>Ctrl-g</b>	Go to	n/a	n/a	n/a
<b>Ctrl-h</b>	Find and Replace	Replace text	n/a	n/a
<b>Ctrl-i</b>	Italics	n/a	n/a	Italics
<b>Ctrl-l</b>	Left Justify text	n/a	n/a	n/a
<b>Ctrl-m</b>	Move tab ½" right	n/a	Format a Number	Add (create) slide
<b>Shift-Ctrl-m</b>	Move tab ½" left	n/a	n/a	n/a
<b>Shift-Alt ↑ or ↓</b>	Move a selected paragraph up or down a page in single paragraph increments	n/a	n/a	n/a
<b>Ctrl-n</b>	New document	n/a	n/a	n/a
<b>Alt-n</b>	n/a	New object	New sheet	New presentation
<b>Ctrl-o</b>	Open	Open	Open	Open
<b>Ctrl-p</b>	Print	Print	Print	Print
<b>Ctrl-q</b>	Quit	Quit	Quit	Quit
<b>Ctrl-r</b>	Right Justify text	New Record	Fill Right	n/a
<b>Ctrl-Tab</b>	Save As	Display Page	Save As	n/a
<b>Ctrl-s</b>	Save	Save Query	Save	Save
<b>Ctrl-u</b>	Underline	n/a	Underline	Underline text
<b>Ctrl-v</b>	Paste	Paste	Paste	Paste text
<b>Ctrl-x</b>	Cut	Cut	Cut	Cut
<b>Ctrl-z</b>	Undo	Undo	Undo	Undo
<b>Ctrl-1 (one)</b>	n/a	n/a	Format cell	n/a
<b>F1</b>	Help	Help	Help	Help
<b>F7</b>	Spelling/Grammar check	Spelling check	Spelling check	Spelling check
<b>Ctrl-]</b>	n/a	n/a	n/a	decrease font size
<b>Ctrl-[</b>	n/a	n/a	n/a	increase font size

### Shortcuts when selecting Text

Selection Task	Shortcut
Select adjacent text	Click and drag over the text
Select a word	<b>Double-click</b> on the word
Select a line	<b>Left click</b> with the <b>pointer</b> in the <b>left margin</b>
Select a paragraph	<b>Triple click</b> anywhere in the paragraph
Select an extended section	Click <b>at one end</b> of the section, then <b>Shift-Click</b> at the other end
Select whole document	<b>Ctrl-a</b> or (with pointer in left margin) <b>Ctrl-left click</b>
Select from the insertion point to the beginning or end of document	Press <b>Shift-Ctrl-Home</b> or <b>Shift-Ctrl-End</b>