

## Windows 8

Windows Key	Toggle between Start Screen and Desktop
Windows Key + C	Displays Charms menu
Windows Key + D	Show Desktop
Windows Key + E	Launch Windows Explorer Window
Windows Key + F	Charms Menu - Search
Windows Key + I	Charms Menu - Settings
Windows Key + K	Charms Menu - Devices
Windows Key + I	Charms Menu - Settings
Windows Key + L	Lock PC and go to lock screen
Windows Key + M	Minimize all Windows
Windows Key + Shift+ M	Restores all minimized windows

## General Microsoft Shortcuts

Ctrl + A	Select All
Ctrl + B	Bold
Ctrl + C	Copy
Ctrl + F	Find
Ctrl + H	Replace
Ctrl + I	Italics
Ctrl + N	New File
Ctrl + O	Open
Ctrl + P	Print
Ctrl + S	Save
Ctrl + U	Underline
Ctrl + V	Paste
Ctrl + W	Close File
Ctrl + X	Cut
Ctrl + Y	Redo
Ctrl + Z	Undo
F1	Help
F7	Spell Check
F12	Save As
Ctrl + Home	Navigate to Beginning
Ctrl + End	Navigate to End

## Outlook

F5	Check for new messages
Ctrl + Backspace	Delete previous word
Shift + Delete	Permanently delete selected message(s)
F11	Find a contact
Ctrl + Q	Mark a message as read
Ctrl + Shift + C	New Contact
Ctrl + Shift + Q	New Meeting
Ctrl + Shift + K	New Task
Ctrl + Shift + A	New Appointment
Ctrl + Shift + M	New Message
Ctrl + Shift + B	Open the Address Book
Ctrl + Shift + F	Advanced Find
Ctrl + Shift + I	Switch to Inbox
Ctrl + Shift + O	Switch to Outbox

## Word

Ctrl + Equal Symbol (=)	Apply subscript formatting
Ctrl + Plus Symbol (+)	Apply superscript formatting
Shift + F3	Change Case
Ctrl + Backspace	Delete the previous word
Ctrl + Delete	Delete the next word
Ctrl + K	Insert a Hyperlink
Ctrl + T	Open the Font dialog box
Tab	Promote a bullet
Shift + Tab	Demote a bullet
Alt + Shift + ¶	Demote a paragraph
Alt + Shift + ¶	Promote a paragraph
F4	Repeat last action
Ctrl + G or F5	Go To
Shift + F7	Open Thesaurus

### Excel

Ctrl + `	Display cell formulas
F2	Edit a cell
F4	Toggle key for changing the cell reference (A1, \$A\$1, etc.)
F9	Calculate all worksheets in open workbook
Shift + F9	Calculate the active worksheet
F11 or Alt + F1	Creates a chart based on the selected data
Ctrl + 1	Displays the Format Cells dialog box
Ctrl + Enter	Enters the data in the cell without leaving the cell
Ctrl + :	Inserts current time
Ctrl + ;	Inserts current date
Shift + F3	Insert Function
Ctrl+Page Down	Move to the next worksheet in the workbook
Ctrl+Page Up	Move to the previous worksheet in the workbook
Ctrl + Spacebar	Select the current column
Shift + Spacebar	Select the current row
Ctrl + A (while writing a formula)	Opens the Function Arguments window
Ctrl + G or F5	Go To

### PowerPoint

Ctrl + Equal Symbol (=)	Apply subscript formatting
Ctrl + Plus Symbol (+)	Apply superscript formatting
Shift + F3	Change Case
Ctrl + Backspace	Delete the previous word
Ctrl + Delete	Delete the next word
Ctrl + K	Insert a Hyperlink
Ctrl + M	New Slide
Ctrl + D	Duplicate
Ctrl + T	Open the Font dialog box
Tab	Promote a bullet
Shift + Tab	Demote a bullet
Alt + Shift + ¶	Demote a paragraph
Alt + Shift + ¶	Promote a paragraph
F4	Repeat last action
F5	Start Slide Show from Beginning
F6	Switch to next pane
Shift + F6	Switch to previous pane
Ctrl + G	View Guides