
1101 14th Street, NW, Suite 850
Washington, DC 20005
(202) 682-4500

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

Access

F11	Display the Database Window
F2	Edit a field
Ctrl + Enter	Inserts a carriage return in a memo or text field
Ctrl + :	Inserts current time
Ctrl + ;	Inserts current date
Ctrl + '	Copies data from the same field in the previous record
Alt + F11	Switch between Visual Basic Editor and previous window
SHIFT+F2	To open the Zoom box to conveniently enter expressions and other text in small input areas
Esc	Undo changes made to current field
Esc (2x)	Undo changes made to current record
Ctrl + G or F5	Go To

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

1101 14th Street, NW, Suite 850
Washington, DC 20005
(202) 682-4500

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

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

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