


# Shortcuts in Windows and Office 2007

No.	Category	Shortcut	Result	Application
1.	Edit	Backspace	Remove character to the left	All
2.	Edit	Ctrl C	Copy selected content to clip board	All
3.	Edit	Ctrl F	Find entered text	All
4.	Edit	Ctrl V	Paste content from clip board	All
5.	Edit	Ctrl X	Cut (remove) selected content, and place on clip board	All
6.	Edit	Delete	Remove character to the right	All
7.	Edit	F7	Spell Check	All
8.	File	Ctrl N	Create new file, open new window in browser	All
9.	File	Ctrl O	Open file	All
10.	File	Ctrl P	Print file	All
11.	File	Ctrl S	Save file	All
12.	Format	Ctrl [	Decrease font size of selected text	Word, PowerPoint
13.	Format	Ctrl ]	Increase font size of selected text	Word, PowerPoint
14.	Format	Ctrl +	Superscript	Word, PowerPoint
15.	Format	Ctrl =	Subscript	Word, PowerPoint
16.	Format	Ctrl 1	Set line spacing to single	Word
17.	Format	Ctrl 2	Set line spacing to double	Word
18.	Format	Ctrl 5	Set line spacing to 1.5	Word
19.	Format	Ctrl B	Set character format to Bold	All
20.	Format	Ctrl E	Set paragraph alignment to center	Word, PowerPoint
21.	Format	Ctrl I	Set character format to Italics	All
22.	Format	Ctrl J	Set paragraph alignment to justify	Word, PowerPoint
23.	Format	Ctrl L	Set paragraph alignment to left	Word, PowerPoint
24.	Format	Ctrl Q	Clear paragraph formatting	Word
25.	Format	Ctrl R	Set paragraph alignment to right	Word, PowerPoint
26.	Format	Ctrl Spacebar	Clear character formatting	Word, PowerPoint
27.	Format	Ctrl U	Set character format to Underline	All
28.	Format	Shift F1	Reveal formatting	Word
29.	Misc	Alt Enter	Enter line break	Excel
30.	Misc	Alt F4	Close a Window	All
31.	Misc	Alt Tab	Switch between windows	All
32.	Misc	Ctrl ;	Insert current date	Excel, Access
33.	Misc	Ctrl Enter	Insert page break	Word, Excel
34.	Misc	Ctrl Y	Undo the Undo (undo last Ctrl Z)	All
35.	Misc	Ctrl Z	Undo	All
36.	Misc	F1	Help	All
37.	Misc	F2	Rename file, edit cell contents (Excel) or field contents (Access)	Windows, Excel, Access
38.	Misc	Quick Access Toolbar	Right click any menu item, and add it to the Quick Access Toolbar	Office 2007
39.	Misc	Shift Ctrl Hyphen	Insert non-breaking hyphen to prevent line break at the hyphen Example: 847-844-5555	Word
40.	Misc	Shift Ctrl Spacebar	Insert non-breaking space to prevent line break between words. Example: Mrs. Peterson	Word
41.	Misc	Shift Enter	Insert line break	Word, PowerPoint
42.	Navigate	Alt with Page up or Page down	Move insertion point left or right one screen	Excel
43.	Navigate	Arrow	Move insertion point one character or line (Word, PowerPoint) or one cell (Excel) in the direction of the arrow	All

No.	Category	Shortcut	Result	Application
44.	Navigate	Click down arrow at bottom of scrollbar	Display one line down	All
45.	Navigate	Click scrollbar, above box	Display one screen up	All
46.	Navigate	Click scrollbar, below box	Display one screen down	All
47.	Navigate	Click up arrow at top of scrollbar	Display one line up	All
48.	Navigate	Ctrl down arrow	Move insertion point one paragraph down (Word <sup>1</sup> , PowerPoint), to last cell in column (Excel, Access)	All
49.	Navigate	Ctrl End	Move insertion point to end of file	All
50.	Navigate	Ctrl Home	Move insertion point to beginning of file	All
51.	Navigate	Ctrl left arrow	Move insertion point one word to left (Word, PowerPoint), or to first cell in row (Excel)	Word, PowerPoint, Excel
52.	Navigate	Ctrl right arrow	Move insertion point one word to right (Word, PowerPoint) to last cell in row (Excel)	Word, PowerPoint, Excel
53.	Navigate	Ctrl up arrow	Move insertion point one paragraph up (Word*, PowerPoint), or to first cell in column (Excel, Access)	All
54.	Navigate	Drag scrollbar box	Display up or down while scrolling	All
55.	Navigate	End	Move insertion point to end of line	All
56.	Navigate	Home	Move insertion point to beginning of line	All
57.	Navigate	Page up, Page down	Move insertion point up or down one screen	All
58.	Select	Click a file name, then Ctrl click another file name	Select clicked files only	Windows
59.	Select	Click a file name, then Shift click another file name	Select clicked files and all files between	Windows
60.	Select	Click left margin <sup>2</sup>	Select a line	Word
61.	Select	Ctrl A	Select all	All
62.	Select	Ctrl click	Select clicked sentence	Word
63.	Select	Double click	Select clicked word	All
64.	Select	Hold Alt, then drag mouse	Select a rectangular area of text. For example, use this technique to select only the first letter of every line.	Word (not tables)
65.	Select	Shift Click	Select text or cells between the insertion point and the clicked position	All
66.	Select	Shift right arrow	Select one character to the right (Word, PowerPoint), one cell to the right (Excel)	Word, PowerPoint, Excel
67.	Select	Shift with any Navigation technique	Select text as you navigate For example, <i>End</i> moves to the end of the line, so <i>Shift End</i> selects to the end of the line. <i>Shift Ctrl End</i> selects to the end of the document.	All
68.	Select	Triple click	Select clicked paragraph	Word
69.	Select	Triple click left margin <sup>3</sup>	Select entire document.	Word

<sup>1</sup> In a Word *table*, Ctrl up or Ctrl down moves the insertion point sideways to the next or previous cell.

<sup>2, 3</sup> Note, Word's left margin is the "Selection Bar." When pointing to it, the mouse pointer will look like this .