

Important Computer Shortcut Key use for Ms. Office

A. Microsoft Word – common shortcuts

1. **Ctrl + N** = will open a new word document
2. **Ctrl + O** = will open the 'Open' box to open previously saved documents
3. **Ctrl + W** = will close the current word document
4. **Ctrl + S** = to save the currently open word document
5. **Ctrl + P** = will give the print option for current document
6. **Ctrl + Z** = will undo the last action
7. **Ctrl + Y** = will restore the action undone
8. **Ctrl + X** = will cut selected item
9. **Ctrl + C** = will copy selected text/item
10. **Ctrl + V** = will paste the previously cut/copy selected text/item
11. **Ctrl + A** = Selects all the text
12. **Ctrl + F** = will open Find and Replace option/dialogue box

B. Microsoft Word's Formatting Shortcuts

1. **Ctrl + B** = will **bold-en** the selected text
2. **Ctrl + I** = will *italicize* the selected text
3. **Ctrl + U** = will underline the selected text
4. **Ctrl + Shift + D** = Double underline
5. **Ctrl + Shift + >** = will increase the font size of selected text
6. **Ctrl + Shift + <** = will decrease the font size of selected text
7. **Ctrl + 2** = double line spacing
8. **End** = will take you to the end of a line
9. **Home** = will take you to the beginning of a line
10. **Ctrl + End** = will take you to the very end of a document (last page/last line/last word!)
11. **Ctrl + Home** = will take you to the very beginning of a document

12. Shift + F3 = will change the case of letters of selected text (keep pressing the F3 and

see how it keeps changing from All CAPS, to all lower, to Sentence

case!)

13. Ctrl + Shift + F = will activate the 'Font' option and you can chose the font you want

14. Ctrl + Shift + N = will apply the 'Normal' style to the selected text

15. Ctrl + 'equal sign' = for superscript.

i.e., select a text first, then do - 'ctrl + ='.

example: Birds_(of all kinds).

16. Ctrl + Shift + 'the plus sign' = for superscript.

example: November the 30th of 2014.

Wats^{app}!

C. Microsoft Word – insert option shortcuts

1. Ctrl + Enter = will give/insert a page break, i.e., it'll go to the next page

2. Ctrl + K = to insert a hyperlink

3. Alt + Shift + D = will insert the current **D**ate

4. Alt + Shift + T = will insert the current **T**ime

5. Alt + I + P + C = will open the Clip Art box on the right side of the document

6. Alt + I + P + W = will open the Word Art options box

7. Alt + I + P + H = will insert/open graph/chart input/options box in the form of an excel

sheet! (Try it out!)

8. Alt + I + P + O = will insert an organization flow chart, which you can edit as per your

requirement