

Keyboard shortcuts

word

shortcut	command	shortcut	command
ESC key (in the start screen)	Start with new blank document	Ctrl + N	Create new blank document
Alt	Active the access key and displays labels (badges) for all tabs	Ctrl + O	Open a document
Alt (after pressing it once before)	With a particular key will show badges for the command in the tab	Ctrl + W	Close a document
(hold) shift + navigation keys	Select text	F12	Save as document
Double click on a text	Select single word	Ctrl + P	Print a document
3 clicks on a text	Select paragraph	Ctrl + B	Bold text (make it thick)
Ctrl + A	Select all the document	Ctrl + I	Italic text (make it slant to right)
Click anywhere outside the selected text (or use arrow keys)	Deselect text	Ctrl + U	Underline text
Ctrl + delete	Delete whole word to the right	Ctrl + D	Open the font dialog box
Ctrl + backspace	Delete whole word to the left	Ctrl + L	Align left
Ctrl + Z	Undo	Ctrl + E	Align center
Ctrl + Y	Redo	Ctrl + R	Align right
Arrow keys	Move left-right-up-down direction	Ctrl + J	Justify
Ctrl + up/down key	Move through word by word	Ctrl + Left mouse button (hold both then drag to somewhere else)	Copy (by drag and drop)
Ctrl + up/down key	Move through by paragraph	Ctrl + F	Find text/phrase in the document
Home/end	Jump to the beginning/ end of the current line	Ctrl + F10	Maximize/restore a selected window
Ctrl + Home/end	Jump to the beginning/ end of the document	Alt + tab	Switch to the next window
Page up/ page down	Move page by page	(hold) ctrl + place the mouse over a hyperlink	Open hyperlink
Ctrl + S (or the save icon on quick access toolbar)	Save a document	Right click on a hyperlink → remove	Remove hyperlink
shift and select objects/text	To Select Consecutive objects/text	Ctrl and select objects/text	To Select non-consecutive objects/text
Ctrl + C	Copy text	Ctrl + X	Cut text
Ctrl + V	Paste txt	ESC key	To inactive format painter after using it at multiple areas

Keyboard shortcuts

Excel

shortcut	command	shortcut	command
ESC key (in the start screen)	Start with new blank workbook	Tab	Move the active cell 1 column to the right
Ctrl+ Q	Make the quick analysis tool appear	Ctrl + down key	Move the active cell to the last row
Enter/ Tab	Make the data appear after typing it in the cell	Ctrl + right key	Move the active cell to the last column
Double click on the cell	To edit the content of the cell	Ctrl + End key	Move the active cell to the last cell
Delete key (after selecting a cell)	To delete the content of the cell	Ctrl + Home key	Move the active cell to cell A1
Select a cell and type	To overwrite the content of the cell	Shift + F11	Insert new worksheet
Double click on the boundary between column	Automatically resize the column to fit the cell content	Double click on a worksheet tab	Rename the worksheet
Select the first cell then drag the mouse over the rest	Select sequential cells	(hold) ctrl + select the rows, then insert command	insert non-adjacent rows
Select the first + hold shift, then select the last		(hold) ctrl + select the columns, then insert command	insert non-adjacent columns
In the name box enter the cell address of the first and the last separated by colon (first: last)		Right click, then insert command	Quickly Insert cells
Select the first + hold ctrl, then select the rest	Select non-sequential cells	Right click on selected row/column, then choose row height/column width	Quickly change row height/column width
In the name box enter the cell address separated by commas (first,...)		(hold) ctrl + select the print area that you want, then choose select print area from page set up group	Set multiple print area
Arrow keys	Move left-right-up-down direction	CTRL + ~	Switch between formulas view and their result. (display the actual formula in the cell instead of the formula result)

Keyboard shortcuts

PowerPoint

shortcut	command	shortcut	command
Ctrl + M	New slide	Hold slide then drag it and drop it to another place	Rearrange slide (move slide using drag and drop from slide thumbnails pane)
Ctrl + D	Duplicate slide	Windows key + shift + Q	Stop recording in screen recording
shift and select slides	To Select Consecutive slides	Ctrl and select slides	To Select non-consecutive slides
F5	Start slide show from the beginning	F5 + Shift	Start slide show from the current slide
Left/up arrows (in the slide show)	Move to the previous slide	right/down arrows (in the slide show)	Move to the next slide