

All Keyboard Shortcut Keys

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Microsoft Windows Shortcut Keys and Description

Shortcut Keys	Description
Win + R	Run
Win + E	My Computer
Win + D	Desktop
Win + F , (F3)	Search
Win + L	Log Off
Win + F1	Help
Win + PAUSE BREAK	System Properties
Alt + SPACE + R	Restore
Alt + SPACE + N	Minimize
Alt + SPACE + X	Maximize
Alt + SPACE + C	Close
Alt + SPACE + M	Move
Alt + SPACE + S	Size
Alt + F4	Close
Esc	Cancel
F5	Refresh
Shift + Delete	Delete without moving Recycle Bin
F2	Rename the selected item
Alt + Enter	Display properties for the selected item
Alt + F4	Exit the active program
Shift + F10	Display the right-click menu for the selected item

Microsoft Word Shortcut Keys and Description

Shortcut Keys	Description
CTRL + A	Select All
CTRL + B	Selected Text Bold
CTRL + C	Selected Text Copy
CTRL + D	Open Font Dialog box
CTRL + E	Center Alignment
CTRL + F	Find
CTRL + G	Go to
CTRL + H	Replace
CTRL + I	Selected Text Italic
CTRL + J	Justify Alignment
CTRL + K	Insert Hyperlink
CTRL + L	Left Alignment
CTRL + M	Left Indent the Hanging
CTRL + N	Blank New Document
CTRL + O	Open
CTRL + P	Print
CTRL + R	Right Alignment
CTRL + S	Save
CTRL + T	Paragraphs Hanging Indent
CTRL + U	Underline
CTRL + V	Paste
CTRL + W (Ctrl+F4)	Close The Window
CTRL + X	Cut
CTRL + Y	Redo
CTRL + Z	Undo
CTRL + 1	Single Line Space
CTRL + 2	Double Line Space
CTRL + 5	1.5 Line Space

Microsoft Word

Shortcut Keys	Description
F1	Help
F4	Repeat the last action
F5	Find , Replace, Go to
F7	Spelling and Grammar
F12	Save As
Ctrl + Shift + A	UPPER CASE
Ctrl + Shift + K	lower case
Ctrl + Shift + C	Copy formatting only
Ctrl + Shift + V	Paste formatting only
Ctrl + Shift + N	Clear All Formatting
Ctrl + Space	Clear All Formatting
Ctrl + Shift + G	Word Count
Ctrl + Shift + W	Underline words but not spaces
Ctrl + Shift + D	Double-underline
Ctrl + Shift + H	Hidden text formatting
Ctrl + Shift + T	Reduce a left hanging indent
CTRL + Shift + L	Quickly create a bullet point
CTRL + Shift + F	Quickly changed the font
CTRL + Shift + P	Quickly changed the font size
CTRL + Shift + >	Increase font size 2pt (Up to 12pt)
CTRL + Shift + <	Decrease font size 2pt (Up to 12pt)
CTRL +]	Increase font 1pt
CTRL + [	Decrease font 1pt
CTRL + Home	Cursor to the beginning of the document
CTRL + End	Cursor to the End of the document
CTRL + Backspace	To delete the word to the Left of the cursor
CTRL + Delete	To delete the word to the Right of the cursor

Microsoft Word

Shortcut Keys	Description
Alt + Ctrl + I (Ctrl+F2)	Print preview
Alt + Ctrl + M	Insert a comment
Alt + Ctrl + N	Switch to Draft (Normal) view
Alt + Ctrl + V	Paste special
Alt + Ctrl + Z	Switch between the last four places that you have edited
Alt + Shift + D	Insert current date
Alt + Shift + T	Inert current time
Ctrl + F10	Maximize and Restore program window
Ctrl + Shift + =	Superscript
Ctrl + =	Subscript

Microsoft Excel Shortcut Keys and Description

Shortcut Keys	Description
CTRL + D	Fill down
CTRL + R	Fill to the right
F2	Edit the active cell
CTRL + F3	Define a name
CTRL + 1	Format Cells Dialog box
CTRL + F5	Restore the active workbook window
CTRL + F6	Switch to the next workbook window
CTRL + F9	Minimize the workbook
CTRL + F10	Maximize or restore the workbook
SHIFT + ENTER	Move up in the selection

ALT + ENTER	Start a new line in the same cell
SHIFT + F2	Edit a cell comment
CTRL + ;	Insert current date
CTRL + SHIFT + ;	Inert current time
Ctrl + Space	Select the entire column
Shift + Space	Select the entire row
Ctrl + Shift + Space	Select the entire worksheet
Ctrl + -	Delete the selected cells
Ctrl + Shift + ~	Apply the General number format
Ctrl + Shift + \$	Apply to the Currency format
Ctrl + Shift + %	Apply to the Percentage format
Ctrl + Shift + ^	Exponential number format
Ctrl + Shift + #	Apply the Date format
Ctrl + Shift + @	Apply the Time format
Ctrl + 9	Hide the selected rows
Ctrl + 0	Hide the selected columns
Ctrl + Shift + (	Unhide any hidden rows
Ctrl + Shift +)	Unhide any hidden columns
Ctrl + Shift + &	Apply the outline border
Ctrl + Shift + _	Remove the outline border

Microsoft PowerPoint Shortcut Keys and Description

Shortcut Keys	Description
Ctrl + N	new presentation
Ctrl + O	Open an existing presentation
Ctrl+S	Save the presentation
Ctrl+Q	Close PowerPoint
Ctrl+W	Close the current presentation
Ctrl+Tab	Switch between different open presentations
Alt+F	Open the File tab menu
F5	Start the slideshow from the beginning

Shift+F5	Start the slideshow from the current slide
Ctrl+C	Copy selected text or objects
Ctrl+X	Cut selected text or objects
Ctrl+V	Paste copied or cut content
Ctrl+Z	Undo
Ctrl+Y	Redo
Ctrl+D	Duplicate the selected slide
Ctrl+M	Insert a new slide
Ctrl+E	Center align text
Ctrl+L	Left align text
Ctrl+R	Right align text
Ctrl+B	Make text bold
Ctrl+I	Italicize text
Ctrl+U	Underline text
Ctrl+F	Find text in the presentation
Ctrl+H	Replace text in the presentation
Ctrl+Shift+>	Increase font size
Ctrl+Shift+<	Decrease font size
Ctrl+F1	Show or hide the ribbon
Ctrl+F2	Print Preview View
Alt+F2	Open the Save As dialog box
Ctrl+P	Use your mouse as a laser pointer during a presentation
Ctrl+Shift+N	Insert a new slide with a blank layout
Page down	Go to the next slide
Page up	Go to the previous slide
Ctrl+ -	Zoom out
Ctrl+ +	Zoom in
Ctrl+Alt+O	Zoom to fit
Ctrl+Shift+D	copy of the selected slide
Ctrl+Shift+S	Save a presentation with a different name, location, or file format
Esc	Cancel a command, such as Save As.
Ctrl+Shift+V	Paste copied formatting to the selected object or text

Ctrl+Alt+V	Open the Paste Special dialog box
Ctrl+Alt+5	Move the focus to the first floating shape, such as an image or a text box.
Ctrl+A	Select all objects on a slide
Ctrl+G	Group the selected objects
Ctrl+Shift+G	Ungroup the selected group
Ctrl+Shift+J	Regroup the selected objects
Ctrl+Spacebar	Play or pause media
Ctrl+K	Insert a hyperlink
Ctrl+Alt+M	Insert a new comment
Alt+ =	Insert equation
Shift+Right arrow key	Select one character to the right
Shift+Left arrow key	Select one character to the left
Ctrl+Shift+Right arrow key	Select to the end of a word
Ctrl+Shift+Left arrow key	Select to the beginning of a word
Ctrl+Shift+Down arrow key	Select from the insertion point to the end of the paragraph
Backspace	Delete one character to the left
Ctrl+Backspace	Delete one word to the left
Delete	Delete one character to the right
Ctrl+Delete	Delete one word to the right
End	Move to the end of a line
Home	Move to the beginning of a line

Keyboard Symbol

Symbol	Symbol Name	Symbol	Symbol Name
+	Plus	"	Double Quote
-	Minus	&	Ampersand
*	Asterisk	#	Hash
/	Slash	\$	Dollar
\	Back slash	^	Caret

%	Percent	<	Lesser than
	Vertical bar	>	Greater than
~	Tilde	=	Equal to
?	Question mark	(	Open Parenthesis
!	Exclamation mark	)	Close Parenthesis
,	Comma	[	Open bracket
.	Full stop	]	Close bracket
;	Semicolon	{	Open Set bracket
:	Colon	}	Close Set bracket
'	Apostrophe	–	Underscore

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