

Microsoft Office Shortcut Keys

(For MS Word Function Key combinations, please [go here.](#))



Product	Activity	Shortcut Keys
Access	Copy	CTRL+C
Access	Display the database window	F11
Access	Find and replace	CTRL+F
Access	Insert a carriage return in a memo or text field	CTRL+ENTER
Access	Insert the current time	CTRL+:
Access	Insert the data from the same field in the previous record	CTRL+'
Access	Insert today's date	CTRL+;
Access	Open a new database	CTRL+N
Access	Open an existing database	CTRL+O
Access	Paste	CTRL+V
Access	Print	CTRL+P
Access	Save	CTRL+S
Access	Switch between the Visual Basic Editor and the previous active window	ALT+F11
Access	Undo	CTRL+Z
Access	Undo the changes you have made to the current field	ESC
Access	Undo the changes you have made to the current record	ESC ESC (press ESC twice)
Excel	Alternate between displaying cell values and displaying cell formulas	CTRL+ ` (single left quotation mark)
Excel	Calculate all sheets in all open workbooks	F9
Excel	Calculate the active worksheet	SHIFT+F9
Excel	Copy	CTRL+C
Excel	Create a chart that uses the current range	F11 or ALT+F1
Excel	Display the Format Cells dialog box	CTRL+1

Excel	Display the Go To dialog box	F5
Excel	Fill the selected cell range with the current entry	CTRL+ENTER
Excel	Insert the current time	CTRL+:
Excel	Insert today's date	CTRL+;
Excel	Move to the beginning of the worksheet	CTRL+HOME
Excel	Move to the last cell on the worksheet, which is the cell at the intersection of the rightmost used column and the bottommost used row (in the lower-right corner), or the cell opposite the home cell, which is typically A1	CTRL+END
Excel	Open	CTRL+O
Excel	Paste	CTRL+V
Excel	Paste a function into a formula	SHIFT+F3
Excel	Print	CTRL+P
Excel	Save	CTRL+S
Excel	Select all (when you are not entering or editing a formula)	CTRL+A
Excel	Select the current column	CTRL+SPACEBAR
Excel	Select the current row	SHIFT+SPACEBAR
Excel	Undo	CTRL+Z
Excel	When you enter a formula, display the Formula Palette after you type a function name	CTRL+A
FrontPage	Bold	CTRL+B
FrontPage	Copy	CTRL+C
FrontPage	Create a hyperlink	CTRL+K
FrontPage	Create a new page	CTRL+N
FrontPage	Create an AutoThumbnail of the selected picture	CTRL+T
FrontPage	Display HTML tags	CTRL+/
FrontPage	Display the Microsoft Script Editor	SHIFT+ALT+F11
FrontPage	Italic	CTRL+I
FrontPage	Open	CTRL+O
FrontPage	Paste	CTRL+V
FrontPage	Preview a page in a Web browser	CTRL+SHIFT+B
FrontPage	Print	CTRL+P

FrontPage	Save	CTRL+S
FrontPage	Underline	CTRL+U
FrontPage	Undo	CTRL+Z
Outlook	Check for new mail	F5 or CTRL+M
Outlook	Copy	CTRL+C
Outlook	Delete a word	CTRL+BACKSPACE
Outlook	Delete an e-mail message, contact, calendar item, or task	CTRL+D
Outlook	Make the Find a Contact box active	F11
Outlook	Mark an e-mail message as read	CTRL+Q
Outlook	Open a contact	CTRL+SHIFT+C
Outlook	Open a meeting request	CTRL+SHIFT+Q
Outlook	Open a task	CTRL+SHIFT+K
Outlook	Open an appointment	CTRL+SHIFT+A
Outlook	Open an e-mail message	CTRL+SHIFT+M
Outlook	Open the address book	CTRL+SHIFT+B
Outlook	Open the Advanced Find dialog box	CTRL+SHIFT+F
Outlook	Paste	CTRL+V
Outlook	Print	CTRL+P
Outlook	Select all	CTRL+A
Outlook	Switch to Inbox	CTRL+SHIFT+I
Outlook	Switch to Outbox	CTRL+SHIFT+O
Outlook	Undo	CTRL+Z
PhotoDraw	Add text to a picture	CTRL+T
PhotoDraw	Copy	CTRL+C
PhotoDraw	Display a shortcut menu that shows a list of commands relevant to the selected object	SHIFT+F10
PhotoDraw	Duplicate a selected object	CTRL+D
PhotoDraw	Group two or more selected objects	CTRL+G
PhotoDraw	Hide the selection box and resize handles of a selected object	SPACEBAR
PhotoDraw	Move a selected object backward in the picture	CTRL+DOWN ARROW
PhotoDraw	Move a selected object forward in the picture	CTRL+UP ARROW

PhotoDraw	Nudge the object that is selected on the workspace one unit to the right or left	RIGHT ARROW or LEFT ARROW
PhotoDraw	Nudge the object that is selected on the workspace one unit up or down	UP ARROW or DOWN ARROW
PhotoDraw	Open	CTRL+O
PhotoDraw	Paste	CTRL+V
PhotoDraw	Print	CTRL+P
PhotoDraw	Save	CTRL+S
PhotoDraw	Select all	CTRL+A
PhotoDraw	Show or hide the Picture List	F3
PhotoDraw	Show or hide a workpane	F2
PhotoDraw	Undo	CTRL+Z
PhotoDraw	Ungroup objects	CTRL+U
PhotoDraw	Zoom to background	F11
PowerPoint	Apply subscript formatting	CTRL+EQUAL SIGN (=)
PowerPoint	Apply superscript formatting	CTRL+PLUS SIGN (+)
PowerPoint	Bold	CTRL+B
PowerPoint	Capitalize	SHIFT+F3
PowerPoint	Copy	CTRL+C
PowerPoint	Delete a word	CTRL+BACKSPACE
PowerPoint	Demote a paragraph	ALT+SHIFT+RIGHT ARROW
PowerPoint	Find	CTRL+F
PowerPoint	Insert a hyperlink	CTRL+K
PowerPoint	Insert a new slide	CTRL+M
PowerPoint	Italicize	CTRL+I
PowerPoint	Make a duplicate of the current slide	CTRL+D
PowerPoint	Open	CTRL+O
PowerPoint	Open the Font dialog box	CTRL+T
PowerPoint	Paste	CTRL+V
PowerPoint	Print	CTRL+P
PowerPoint	Promote a paragraph	ALT+SHIFT+LEFT ARROW
PowerPoint	Repeat your last action	F4 or CTRL+Y

PowerPoint	Save	CTRL+S
PowerPoint	Select all	CTRL+A
PowerPoint	Start a slide show	F5
PowerPoint	Switch to the next pane (clockwise)	F6
PowerPoint	Switch to the previous pane (counterclockwise)	SHIFT+F6
PowerPoint	Undo	CTRL+Z
PowerPoint	View guides	CTRL+G
Publisher	Add a page after the current page	CTRL+SHIFT+N
Publisher	Begin a new paragraph	ENTER
Publisher	Check spelling	F7
Publisher	Copy	CTRL+C
Publisher	Copy formatting	CTRL+SHIFT+C
Publisher	Create a new publication	CTRL+N
Publisher	End one line and begin another without starting a new paragraph	SHIFT+ENTER
Publisher	Go to page...	F5
Publisher	Insert a hyperlink for the selected object on a Web page	CTRL+K
Publisher	Make transparent or opaque	CTRL+T
Publisher	Move between the background and the foreground page	CTRL+M
Publisher	Move between the current page view and actual size view	F9
Publisher	Nudge down	ALT+DOWN ARROW
Publisher	Nudge to the left	ALT+LEFT ARROW
Publisher	Nudge to the right	ALT+RIGHT ARROW
Publisher	Nudge up	ALT+UP ARROW
Publisher	Open an existing publication	CTRL+O
Publisher	Paste	CTRL+V
Publisher	Paste formatting	CTRL+SHIFT+V
Publisher	Print part or all of a publication	CTRL+P
Publisher	Return character formatting to the current text style	CTRL+SPACEBAR
Publisher	Save changes to a publication	CTRL+S

Publisher	Select all text in a text frame, the entire story in connected text frames, or all text in a table cell	CTRL+A
Publisher	Undo	CTRL+Z
Word	Bold	CTRL+B
Word	Change case	SHIFT+F3
Word	Copy	CTRL+C
Word	Delete a word	CTRL+BACKSPACE
Word	Find and replace	CTRL+F
Word	Go to page, section, line, etc.	CTRL+G
Word	Go to the beginning of the document	CTRL+HOME
Word	Go to the end of the document	CTRL+END
Word	Insert a hyperlink	CTRL+K
Word	Italicize	CTRL+I
Word	Open	CTRL+O
Word	Open the thesaurus	SHIFT+F7
Word	Paste	CTRL+V
Word	Print	CTRL+P
Word	Repeat your last action	F4 or CTRL+Y
Word	Save	CTRL+S
Word	Select all	CTRL+A
Word	Select to the beginning of the document	CTRL+SHIFT+HOME
Word	Select to the end of the document	CTRL+SHIFT+END
Word	Undo	CTRL+Z

Microsoft Word Function Key Combinations

Which function key combinations do you want to use?

[SHIFT+Function key](#)

[CTRL+Function key](#)

[CTRL+SHIFT+Function key](#)

[ALT+Function key](#)

[ALT+SHIFT+Function key](#)

[CTRL+ALT+Function key](#)

Function key

Press	To
F1	Get online Help or the Office Assistant
F2	Move text or graphics
F3	Insert an AutoText entry (after Word displays the entry)
F4	Repeat the last action
F5	Choose the Go To command (Edit menu)
F6	Go to next pane or frame
F7	Choose the Spelling command (Tools menu)
F8	Extend a selection
F9	Update selected fields
F10	Activate the menu bar
F11	Go to the next field
F12	Choose the Save As command (File menu)

SHIFT+Function key

Press	To
SHIFT+F1	Start context-sensitive Help or reveal formatting
SHIFT+F2	Copy text
SHIFT+F3	Change the case of letters
SHIFT+F4	Repeat a Find or Go To action
SHIFT+F5	Move to a previous revision
SHIFT+F6	Go to the previous pane or frame
SHIFT+F7	Choose the Thesaurus command (Tools menu, Language submenu)
SHIFT+F8	Shrink a selection
SHIFT+F9	Switch between a field code and its result
SHIFT+F10	Display a shortcut menu
SHIFT+F11	Go to the previous field
SHIFT+F12	Choose the Save command (File menu)

CTRL+Function key

Press	To
CTRL+F2	Choose the Print Preview command (File menu)
CTRL+F3	Cut to the Spike
CTRL+F4	Close the window
CTRL+F5	Restore the document window size
CTRL+F6	Go to the next window
CTRL+F7	Choose the Move command (Control menu)
CTRL+F8	Choose the Size command (document Control menu)
CTRL+F9	Insert an empty field
CTRL+F10	Maximize the document window
CTRL+F11	Lock a field
CTRL+F12	Choose the Open command (File menu)

CTRL+SHIFT+Function key

Press	To
CTRL+SHIFT+F3	Insert the contents of the Spike
CTRL+SHIFT+F5	Edit a bookmark
CTRL+SHIFT+F6	Go to the previous window
CTRL+SHIFT+F7	Update linked information in a Word source document
CTRL+SHIFT+F8	Extend a selection or block (then press an arrow key)
CTRL+SHIFT+F9	Unlink a field
CTRL+SHIFT+F10	Activate the ruler
CTRL+SHIFT+F11	Unlock a field
CTRL+SHIFT+F12	Choose the Print command (File menu)

ALT+Function key

Press	To
ALT+F1	Go to the next field
ALT+F3	Create an AutoText entry
ALT+F4	Quit Word
ALT+F5	Restore the program window size
ALT+F7	Find the next misspelling or grammatical error. The Check spelling as you type check box must be selected (Tools menu, Options dialog box, Spelling & Grammar tab).
ALT+F8	Run a macro
ALT+F9	Switch between all field codes and their results
ALT+F10	Maximize the program window
ALT+F11	Display Microsoft Visual Basic code

ALT+SHIFT+Function key

Press	To
ALT+SHIFT+F1	Go to the previous field
ALT+SHIFT+F2	Choose the Save command (File menu)
ALT+SHIFT+F9	Run GOTOBUTTON or MACROBUTTON from the field that displays the field results
ALT+SHIFT+F11	Display Microsoft Visual Studio code

CTRL+ALT+Function key

Press	To
CTRL+ALT+F1	Display Microsoft System Information
CTRL+ALT+F2	Open command (File menu)