

Microsoft *Office* Shortcuts Quick Keyboard Commands

	Word	Access	Excel	PowerPoint
Ctrl-A	Select entire document	Select All	Select All cells	Select All
Ctrl-B	Bold	Bold	Bold	Bold
Ctrl-C or F3	Copy	Copy	Copy	Copy
Ctrl-F	n/a	Find Request	Find	n/a
Ctrl-G	Go to	n/a	n/a	n/a
Ctrl-H	n/a	Replace text	n/a	n/a
Ctrl-I	Italics	n/a	n/a	Italics
Ctrl-M	n/a	n/a	Format a Number	Add (create) slide
Ctrl-N	New document	New document	New document	New presentation
Alt-N	n/a	Create new object	n/a	n/a
Ctrl-O	Open	Open	Open	Open
Ctrl-P	Print	Print	Print	Print
Ctrl-Q	Quit	Quit	Quit	Quit
Ctrl-R	n/a	New Record	Fill Right	n/a
Ctrl-TAB	Save As	Display Page	Save As	n/a
Ctrl-S	Save	Save Query	Save	Save
Ctrl-U	Underline	n/a	Underline	Underline text
Ctrl-V	Paste	Paste	Paste	Paste text
Ctrl-X	Cut	Cut	Cut	Cut
Ctrl-Z	Undo	Undo	Undo	Undo
Ctrl-1 (one)	n/a	n/a	Format cell	n/a
F1	Help	Help	Help	Help
F7	Spelling/Grammar check	Spelling check	Spelling check	Spelling check
Ctrl-[n/a	n/a	n/a	decrease font size
Ctrl-]	n/a	n/a	n/a	increase font size

Shortcuts when selecting Text

Selection Task	Shortcut
Select adjacent text	Click and drag over the text
Select a word	Double-click on the word
Select a line	Triple click on the line
Select a paragraph	Click 4 times in the paragraph
Select from the insertion point to the beginning or end of paragraph	Press Shift-Option-Up arrow or Shift-Option-Down arrow
Select an extended section	Click at one end of the section, then Shift-Click at the other end
Select whole document	Ctrl-A or Triple click in selection area
Select from the insertion point to the beginning or end of document	Press Shift-Ctrl-Home or Shift-Ctrl-End