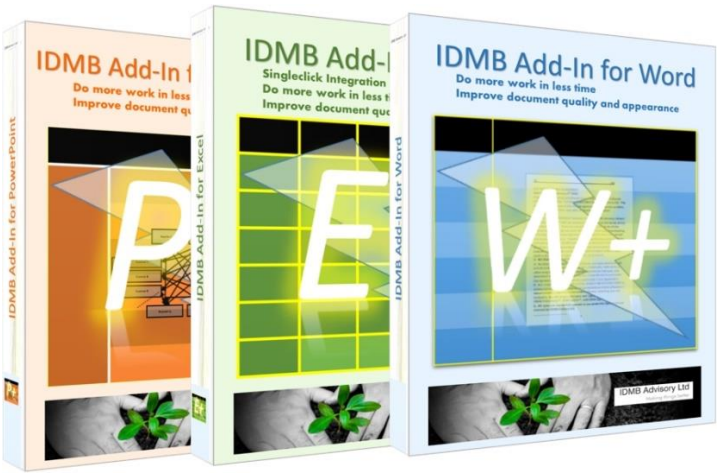
IDMB Advisory Ltd

Making things better

IDMB Advisory
Keyboard Shortcuts for Microsoft Office



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Excel Keyboard Shortcuts

1. Navigate Worksheets	
Arrow Keys	Move one cell up, down, left, or right in a worksheet
Page Down/Page Up	Move one screen down / one screen up in a worksheet
Alt+Page Down/Alt+Page Up	Move one screen to the right / to the left in a worksheet
Tab/Shift+Tab	Move one cell to the right / to the left in a worksheet
Ctrl+Arrow Keys	Move to the edge of next data region (cells that contains data)
Home	Move to the beginning of a row in a worksheet
Ctrl+Home	Move to the beginning of a worksheet
Ctrl+End	Move to the last cell with content on a worksheet
Ctrl+F	Display the Find and Replace dialog box (with Find selected)
Ctrl+H	Display the Find and Replace dialog box (with Replace selected)
Shift+F4	Repeat last find
Ctrl+G (or F5)	Display the 'Go To' dialog box
Ctrl+Arrow Left/Ctrl+Arrow Right	Inside a cell: Move one word to the left / to the right
Home/End	Inside a cell: Move to the beginning / to the end of a cell entry
Alt+Arrow Down	Display the AutoComplete list e.g. in cell with dropdowns or autofilter
End	Turn 'End' mode on In End mode, press arrow keys to move to the next nonblank cell in the same column or row as the active cell From here use arrow keys to move by blocks of data, home to move to last cell, or enter to move to the last cell to the right
2. Cell Selections	
Shift+Space	Select the entire row
Ctrl+Space	Select the entire column
Shift+Arrow Keys	Extend the selection by one cell
Shift+Page Down/Shift+Page Up	Extend the selection down one screen /up one screen
Shift+Home	Extend the selection to the beginning of the row There is no Shift+End equivalent
Ctrl+Shift+Arrow Key	Extend the selection to the last cell with content in row or column
Ctrl+A (or ctrl+Shift+Spacebar, or Ctrl+Shift+*)	Select the entire worksheet or the data-containing area Pressing ctrl+a a second time then selects entire worksheet
Ctrl+Shift+Home	Extend the selection to the first cell of the worksheet
Ctrl+Shift+End	Extend the selection to the last used cell on the worksheet (lower-right corner)
F5+ column or row reference	F5, then e.g. type d:g selects columns D-G, or 1:5 selects rows 1-5, etc.
F2	Edit Cell
Shift+Home/End	Inside a cell: Select from the insertion point to the beginning / to the end of the cell
Shift+Arrow Left/Arrow Right	Inside a cell: Select or unselect one character to the left / to the right
Ctrl+Shift+Arrow Left/Arrow Right	Inside a cell: Select or unselect one word to the left / to the right
3. Navigate Inside Selected Text Blocks	
Tab/Shift+Tab	Move active cell right / left in a selection
Shift+F8	Lock Selection which allows to add another (adjacent or non-adjacent) range of cells to the selection Use arrow keys and shift+arrow keys to add to selection
F8	Turn on extension of selection with arrow keys without having to keep pressing shift
Enter/Shift+Enter	Move active cell down / up in a selection
Shift+Backspace	Select only the active cell when multiple cells are selected
Ctrl+Backspace	Show active cell within selection
Ctrl+. (period)	Move clockwise to the next corner of the selection
Ctrl+Alt+Arrow Right/Ctrl+Alt+Arrow Left	Move to the right / to the left between non-adjacent selections (with multiple ranges selected)
Esc	Cancel Selection
4. Edit Complete Cells	
Ctrl+D	Fill Down Select cells with value in first row Ctrl+D fills the value of that first cell in selection to all cells in selection downwards
Ctrl+R	Fill Right: Select cell with value in first cell Ctrl+E fills value of that first cell in selection to all cells rightwards
Ctrl+-	Delete Cell/Row/Column Menu

Ctrl+- with row / column selected	Delete row / delete column
Ctrl+Shift++	Insert Cell/Row/Column Menu
Ctrl+Shift++ with row / column selected	Insert row/ insert column
Shift+F2	Insert / Edit a cell comment
Shift+F10, then M	Delete comment
Ctrl+K	Insert a HyperlinK (for complete cell only)
Ctrl+9	Hide the selected rows
Ctrl+Shift+9	Unhide any hidden rows within the selection
Ctrl+0 (zero)	Hide the selected columns Since Excel 2010, there is no more shortcut to unhide columns
Ctrl+` (Accent Grave)	Alternate between displaying cell values and displaying cell formulas This is Accent Grave on top left of keyboard, not a quotation mark
5. Edit Content of Cells	
F2	Edit the active cell with cursor at end of the line
Alt+Enter	Start a new line in the same cell
Enter	Complete a cell entry and move down in the selection with multiple cells selected: fill cell range with current cell
Shift+Enter	Complete a cell entry and move up in the selection
Tab/Shift+Tab	Complete a cell entry and move to the right / to the left in the selection
Esc	Cancel a cell entry
Backspace	Delete the character to the left of the insertion point, or delete the selection
Delete	Delete the character to the right of the insertion point, or delete the selection
Ctrl+Delete	Delete text to the end of the line
Ctrl+; (semicolon)	Insert current date
Ctrl+Shift+: (colon)	Insert current time
Ctrl+'	Duplicate value from Cell above into current Cell
6. Excel Basics	
Shift+F10	Display the shortcut menu for the selected command (simulates right mouse button)
Ctrl+Z	Undo last action (multiple levels)
Ctrl+Y	Redo last action (multiple levels)
Ctrl+C	Copy contents of selected cells
Ctrl+X	Cut contents of selected cells
Ctrl+V	Paste content from clipboard into selected cell
Ctrl+Alt+v	If data exists in clipboard: Display the Paste Special dialog box
7. Format Cells	
Ctrl+1	Open Format Cells dialog with last selection active
Ctrl+Shift+F	Open Format Cells dialog with Font Tab active
Ctrl+B	Apply or remove bold formatting
Ctrl+I	Apply or remove italic formatting
Ctrl+U	Apply or remove an underline
Ctrl+5	Apply or remove strikethrough formatting
Ctrl+Shift+~	Apply the General number format
Ctrl+Shift+1	Apply the Number format with two decimal places, thousands separator, and minus sign (-) for negative values
Ctrl+Shift+2	Apply the Time format with the hour and minute, and indicate AM or PM
Ctrl+Shift+3	Apply the Date format with the day, month, and year
Ctrl+Shift+4	Apply the Currency format with two decimal places
Ctrl+Shift+5	Apply the Percentage format with no decimal places
Ctrl+Shift+6	Apply the Scientific number format with two decimal places
F4	Repeat last formatting action: Apply previously applied Cell Formatting to a different Cell
Alt+H, AL	Align Left
Alt+H, AR	Align Right
Alt+H- AC	Align Centre
Alt+H, AT	Align Top
Alt+H, AM	Align Middle
Alt+H- AB	Align Bottom
Alt+H, W	Wrap or unwrap text (Home - Wrap Text)

Alt+H, H	Highlight Cell (change cell backgroudn colour)
Alt+H, FC	Font Colour
Alt+H, FS	Font Size
Alt+H, MM	Merge Cells - Merge
Alt+H, MU	Merge Cells - Unmerge
Alt+H, MC	Merge Cells - Merge and Centre
Alt+H, MA	Merge Cells - Merge Across
8. Apply Basic Borders to Cells	
Ctrl+Shift+7	Apply outline border from cell or selection
Ctrl+Shift+_ (underscore)	Remove outline borders from cell or selection
Alt+HB, O	Bottom Border
Alt+HB, P	Top Border
Alt+HB, R	Right Border
Alt+HB, L	Left Border
Alt+HB, A	All Borders
Alt+HB, A	Outside Borders
Alt+HB, N	No Border
9. Formulas	
=	Start a formula
Alt+=	Insert the AutoSum formula
Shift+F3	Display the Insert Function dialog box
Ctrl+A	Display Formula Window after typing formula name
Ctrl+Shift+A	Insert Arguments in formula after typing formula name
Shift+F3	Insert a function into a formula
Ctrl+Shift+Enter	Enter a formula as an array formula
F4	After typing cell reference (e.g. =E4) makes reference absolute (=E4). Repeat if you want to toggle from absolute reference to partial or complete removal (E4 -> E$4 -> $E4 -> returning to E4.
10. Manage Multiple Worksheets	
Ctrl+Page Down/Page Up	Move to the next / previous worksheet in current workbook
Shift+F11/Alt+Shift+F1	Insert a new worksheet in current workbook
Ctrl+Shift+Page Up / Page Down	Select the current and previous sheet / and next sheet in a workbook
Alt+O then H R	Rename current worksheet (format, sheet, rename)
Alt+E then L	Delete current worksheet (Edit, delete)
Alt+E then M	Move current worksheet (Edit, move)
11. Manage Multiple Workbooks	
F6/Shift+F6	Move to the next pane / previous pane in a workbook that has been split
Ctrl+F4	Close the selected workbook window
Ctrl+N	Create a new blank workbook (Excel File)
Ctrl+Tab/Ctrl+Shift+Tab	Move to next / previous workbook window
Alt+Space	Display the Control menu for Main Excel window
Ctrl+F9	Minimize current workbook window to an icon Also restores ('un-maximizes') all workbook windows
Ctrl+F10	Maximize or restores the selected workbook window
Ctrl+F7	Move Workbook Windows which are not maximized
Ctrl+F8	Perform size command for workbook windows which are not maximized
Alt+F4	Close Excel
12. Various Excel Features	
Ctrl+O	Open File
Ctrl+S	Save the active file with its current file name, location, and file format
F12	Display the Save As dialog box
F10 (or alt)	Turn key tips on or off
Ctrl+P	Print File (Opens print menu)
F1	Display the Excel Help task pane
F7	Display the Spelling dialog box
Shift+F7	Display the Thesaurus dialog box
Alt+F8	Display the Macro dialog box
Alt+F11	Open the Visual Basic Editor to create Macros
13. Ribbon Shortcuts	

Ctrl+F1	Minimize or restore the Ribbons
Space/Enter	Activate the selected command or control in the Ribbon, Open the selected menu or gallery in the Ribbon
Enter	Finish modifying a value in a control in the Ribbon, and move focus back to the document
F1	Get help on the selected command or control in the Ribbon (If no Help topic is associated with the selected command, the Help table of contents for that program is shown instead)
14. Pivot Tables	
Arrow Keys	Navigate inside Pivot tables
Home/End	Select the first / last visible item in the list
Alt+C	Move the selected field into the Column area
Alt+D	Move the selected field into the Data area
Alt+L	Display the PivotTable Field dialog box
Alt+P	Move the selected field into the Page area
Alt+R	Move the selected field into the Row area
Ctrl+Shift+*	Select the entire PivotTable report
Enter	Display the selected item
Space	Select or clear a check box in the list
Ctrl+Tab/ Ctrl+Shift+Tab	Select the PivotTable toolbar
Enter then Arrow Down /Arrow Up	On a field button: select the area you want to move the selected field to
Alt+Shift+Arrow Right	Group selected PivotTable items
Alt+Shift+Arrow Left	Ungroup selected PivotTable items
15. Dialog Boxes	
Arrow Keys	Move between options in the active drop-down list box or between some options in a group of options
Ctrl+Tab/Ctrl+Shift+Tab	Switch to the next/ previous tab in dialog box
Space	In a dialog box: perform the action for the selected button, or select/clear a check box
Tab/Shift+Tab	Move to the next / previous option
A ... Z	Move to an option in a drop-down list box starting with the letter
Alt+A ... Alt+Z	Select an option, or select or clear a check box
Alt+Arrow Down	Open the selected drop-down list box
Enter	Perform the action assigned to the default command button in the dialog box
Esc	Cancel the command and close the dialog box
16. Auto Filter	
Alt+Arrow Down	On the field with column head, display the AutoFilter list for the current column
Arrow Down/Arrow Up	Select the next item / previous item in the AutoFilter list
Alt+Arrow Up	Close the AutoFilter list for the current column
Home/End	Select the first item / last item in the AutoFilter list
Enter	Filter the list by using the selected item in the AutoFilter list
Ctrl+Shift+L	Apply filter on selected column headings
17. Data Forms	
Tab/Shift+Tab	Move to the next / previous field which can be edited
Enter/Shift+Enter	Move to the first field in the next / previous record
Page Down/Page Up	Move to the same field 10 records forward / back
Ctrl+Page Down	Move to a new record
Ctrl+Page Up	Move to the first record
Home/End	Move to the beginning / end of a field
18. Adjust Column Width and Row Height	
Alt+HO, A	Format - Autoheight Row
Alt+HO, I	Format - Autowidth Column
19. Lesser Used Shortcuts	
Ctrl+Shift+O	Select all cells with comments
Alt+Shift+Arrow Right	Group rows or columns
Alt+Shift+Arrow Left	Ungroup rows or columns
Ctrl+6	Alternate between hiding and displaying objects
Ctrl+8	Display or hides the outline symbols

Ctrl+6	Alternate between hiding objects, displaying objects, and displaying placeholders for objects
Alt+' (apostrophe / single quote)	Display the Style dialog box
Ctrl+Shift+[+]	If data exists in clipboard: Display the Insert dialog box to insert blank cells
F9	Calculate all worksheets in all open workbooks
Shift+F9	Calculate the active worksheet
Ctrl+Alt+F9	Calculate all worksheets in all open workbooks, regardless of whether they have changed since the last calculation
Ctrl+Alt+Shift+F9	Recheck dependent formulas, and then calculates all cells in all open workbooks, including cells not marked as needing to be calculated
Ctrl+Shift+U	Toggle expand or collapse formula bar
Ctrl+F3	Define a name or dialog
Ctrl+Shift+F3	Create names from row and column labels
F3	Paste a defined name into a formula
Ctrl+T	Insert a table (display Create Table dialog box)
Alt+F1	Create and insert chart with data in current range as embedded Chart Object
F11	Create and insert chart with data in current range in a separate Chart sheet

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Word Keyboard Shortcuts

1. Manage Word Documents and View	
Ctrl+N	Create new document
Ctrl+O	Open document
Ctrl+W	Close document
Ctrl+S	Save document
F12	Save document as
Ctrl+P	Print document/ print preview
Ctrl+F6	Switch between multiple Word documents
Alt, then F, R	Open Recent (file, recent)
Alt+Ctrl+P	Switch to Print Layout view
Alt+Ctrl+O	Switch to Outline view
Alt+Ctrl+N	Switch to Draft view (used to be normal view)
Ctrl+scroll mouse	Zoom in and zoom out
Alt then w, q	Open Zoom Menu (no native shortcut exists for zoom in/ zoom out)
Alt+Ctrl+S	Split the document window
2. Navigate in Word Documents	
Arrow Left/Arrow Right	Jump one character to the left / to the right
Ctrl+Arrow Left/Ctrl+Arrow Right	Jump one word to the left / to the right
End/Home	Jump to the end of a line / beginning of a line
Arrow Down/Arrow Up	Jump one line down / one line down
Ctrl+Arrow Down/Arrow Up	Jump one paragraph down / one paragraph up
Page Down/Page Up	Jump one screen down/ one screen up
Ctrl+Page Down/Page Up	Move to beginning of next page / beginning of previous page
Alt+Ctrl+Page Down/Page Up	Jump to top / to bottom of visible window
Ctrl+End/Home	Jump to end / to beginning of document
F6	Cycle through Ribbon/open panes/Status Bar/document window
Ctrl+G or F5	Go to a page, bookmark, footnote, table, comment, graphic, or other location
Alt+Ctrl+Z	Go back to previously edited location in document (up to 4 places)
Shift+F5	Go to a the last change or revision. Also works after opening document.
Ctrl+Shift+F5	Set, go to and edit bookmarks
3. Select Text, Move, and Delete Text	
Shift+Arrow Right/ Arrow Left	Extend selection one character to the right / to the left
Ctrl+Shift+Arrow Right/ Arrow Left	Extend selection one word to the right / to the left
Shift+End/ Home	Extend selection to the end / to beginning of a line
Shift+Arrow Down/ Arrow Up	Extend selection one line down / one line up
Shift+Page Down/ Page Up	Extend selection one screen down / one screen up
Ctrl+Shift+End/ Home	Extend selection to end / to beginning of document
Alt+Ctrl+Shift+Page Down/ Page Up	Extend selection to end / to beginning of visible window
Ctrl+A	Select all - Extend selection to entire document
Arrow Keys	Cancel selection and return to beginning / to end of selection
F8	Turn Extend Mode on: Extend selection without pressing Shift
Enter (in extended mode)	After pressing F8 for Extended Mode, adds one paragraph to selection
Arrow keys, Page up/Page down	Extend selection in Extended Mode:
Shift+F8	Reduce the size of a selection in Extended Mode
Ctrl+Shift+f8, and arrow keys	Select a vertical block of text in Extended Mode
Esc	Turn extend mode off
F2, then move to position and press Enter	Move selected text to different position
Shift+F2, then move to position and press Enter	Copy selected text to different position
Delete/Backspace	Delete one character to the right / to the left (or delete selection)
Ctrl+Delete/Backspace	Delete one word to the right / to the left

Delete	Delete one character to the right or delete selection
Ctrl+Shift+</Ctrl+Shift+>	Decrease / Increase font size one value
4. Undo, Copy and Paste	
Ctrl+z	Undo the last action
Ctrl+Y	Redo the last action
Ctrl+X / Ctrl+C / Ctrl+V	Cut / copy/ paste selected text or object
Ctrl+Shift+C	Copy text format
Ctrl+Shift+V	Paste text format
Ctrl+V, then Ctrl, then K	Paste and keep Source Formatting
Ctrl+V, then Ctrl, then T	Paste and keep Text only
Alt+Shift+R	Copy the header or footer from previous section of the document
5. Insert Special Characters, Text Elements, and Breaks	
Alt+Ctrl+C	Insert Copyright symbol
Alt+Ctrl+T	Insert trademark symbol
Alt+Ctrl+R	Insert Registered Trademark symbol
Alt+Ctrl+E	Insert Euro Currency symbol
Alt+Ctrl+.	Insert horizontal ellipsis (…)
Alt+Ctrl+-	Insert em dash
Alt+Ctrl+[+]	Insert en dash
Alt, then n,u	Insert Symbol (insert menu)
Type character code and press Alt+X	Insert Unicode character, e.g. 20ac
Alt+character code on numeric keyboard	Insert ANSI character
Alt+Ctrl+F	Insert a Footnote
Alt+Ctrl+D	Insert an Endnote
Ctrl+k	Insert a hyperlink
Alt+Shift+i	Insert Citation Mark
Alt+Shift+x	Insert Index Mark
Enter	Insert paragraph break
Shift+Enter	Insert line break without breaking paragraph
Ctrl+Enter	Insert page break
Ctrl+Shift+Enter	Insert column break (break table)
Ctrl+Shift+Space	Insert nonbreaking space
Ctrl+Shift+- (Hyphen)	Insert nonbreaking hyphen
Ctrl+-	Insert optional hyphen
6. Format Text and Paragraph	
Ctrl+B	Apply/remove bold
Ctrl+I	Apply/remove italic
Ctrl+U	Apply/remove underline
Ctrl+Shift+D	Apply/remove double-underline
Ctrl+Shift+W	Apply/remove words underline (only words, no spaces)
Ctrl+Shift+H	Apply/remove hidden formatting
Ctrl+Shift+A	Apply/remove all Cap
Ctrl+Shift+k	Apply/remove small capitals
Ctrl+D	Open the Font dialog box
Ctrl+Shift+</>	Decrease / Increase font size one value
Ctrl+[/]	Decrease / Increase font size one point
Ctrl+=	Apply/remove subscript
Ctrl+Shift+=	Apply/remove superscript
Ctrl+Shift+C	Copy formatting
Ctrl+Shift+V	Paste formatting
Shift+F3	Change between all upper-, first letter upper- and all lower-case
Alt+H, 4	Apply strike-through formatting (font dialog)
Ctrl+Shift+Q	Change the selection to the Symbol font
Shift+F1	Reveal Formatting (show all formats of selection)
Ctrl+Alt+H	Apply/remove Highlight Text Feature
7. Format Paragraphs and Apply Styles	
Ctrl+R	Right-align paragraph
Ctrl+L	Left-align paragraph

Ctrl+E	Centre-align paragraph
Ctrl+J	Justify-align paragraph
Ctrl+M/Ctrl+Shift+M	Indent paragraph from the left and increase / decrease indent
Ctrl+T	Increase hanging indent
Ctrl+Shift+T	Decrease hanging indent
Ctrl+1	Set line-spacing to single-space
Ctrl+2	Set line-spacing to double-space
Ctrl+5	Set line-spacing to 1.5
Ctrl+0 (zero)	Add or remove one line space preceding a paragraph
Alt+Ctrl+Shift+s	Open or close Styles task pane
Alt+Ctrl+1	Apply Heading 1 style
Alt+Ctrl+2	Apply Heading 2 style
Alt+Ctrl+3	Apply Heading 3 style
Alt+Shift+Arrow Right/Arrow Left	Promote / demote Headings
Ctrl+Shift+N	Apply Normal style
Ctrl+Shift+S	Open Apply Styles task pane (will not close with pressing it a second time)
8. Search and Replace	
Ctrl+H	Open traditional find and replace window
Ctrl+H, then Alt+D	Open traditional find window
Shift+F4	Repeat last find after closing find window
Ctrl+Tab	Jump between find menu and document
Alt+Space, Arrow keys and Enter	Move find menu window
Esc	Close traditional search window if active
Ctrl+f	Open (new) search menu in navigation task pane
Alt,W,K	Open and close Navigation pane (View, Navigation)
9. Ribbons and Navigation Pane	
Ctrl+F1	Show or hide the ribbon
Space or Enter	When in ribbon Open or activate selected item
Alt,W,K	Open and close Navigation pane (View, Navigation)
F6/Shift+F6	with Navigation Pane open: Switch forward / backwards between (1) Navigation Pane, (2) Bottom Taskbar, (3) Ribbon, and (4) Document
Tab/Shift+Tab	In Navigation Pane: Move through Navigation Pane options
10. Tables	
Arrow Down/Arrow Up	Jump one row down / one row up
Tab/Shift+Tab	Jump to (and select) next / previous table cell
Alt+Home/Alt+End	Jump to first column/ jump to last column
Alt+Page Up/Alt+Page Down	Jump to first row / jump to last row
Ctrl+Arrow Left/Ctrl+Arrow Right	One cell to the left / to the right
Shift+End	Select current table cell
end, then shift+Home	Select content of current table cell
Press and hold shift and press arrow keys repeatedly	Extend selection to adjacent cells
Ctrl+Shift+f8, then press	Extend selection or block
Alt+5 on numeric keypad (with numLock off)	Select an entire table
Alt+Shift+Arrow Up/Alt+Shift+Arrow Down	Move current row up or down
In first column, press shift+end	Select row*
In first row press alt+Shift+Page Down	Select column
Shift+Del	Delete columns with columns selected
11. Outline View	
Ctrl+Shift+O	Switch to Outline View
Tab/Shift+Tab	Promote / Demote a paragraph (or Alt+Shift+Arrow Left/Arrow Right)
Alt+Shift+Arrow Up/ Arrow Down	Move selected paragraphs up / down

Ctrl+Shift+N	Demote to body text (set style to normal)
Alt+Shift++ / -	Expand / Collapse text under a heading
Alt+Shift+A	Expand or collapse all text or headings
/ key on the numeric keypad	Hide or display character formatting
Alt+Shift+L	Show the first line of body text or all body text
Alt+Shift+1	Show all headings with the Heading 1 style
Alt+Shift+n	Show all headings up to Heading n
Ctrl+Tab	Insert a tab character
12. Review Documents	
F7	Choose the Spelling command (Review tab).
Alt+Ctrl+M	Insert a comment
Ctrl+Shift+E	Turn change tracking on or off
Alt+Shift+C	Close the Reviewing Pane if it is open.
Ctrl+Shift+*	Display nonprinting characters.
Alt+F10	Display the Selection and Visibility task pane.
Ctrl+Shift+G	Open the Word Counting dialog box.
13. Print Documents	
Ctrl+P	Print a document (print preview)
Esc	Close print preview
Arrow keys, Page up /Page Down	Move around the preview pages (with focus on preview page*)
Ctrl+Home/Ctrl+End	Move to first page / last page (with focus on preview page)
14. Enter Special Fields	
Alt+Shift+D	Insert current Date Field
Alt+Shift+P	Insert Page Number Field
Alt+Shift+t	Insert current Time Field
Alt+Shift+I	Insert Mark Citation Field
Alt+Shift+X	Insert Mark Index Field
Alt+Shift+O	Insert Citation Field
Ctrl+F9	Insert an empty field
Ctrl+Shift+l	Insert a LISTNUM field
Shift+F9	Show or hide field code/result of selected field
Alt+F9	Show or hide field codes/results of all fields in document
F9	Update selected fields*
F11/Shift+F11	Go to the next field/ previous field
Ctrl+Shift+F7	Update linked information in a Microsoft Word source document
Ctrl+Shift+F9	Unlink a field
Ctrl+F11/Ctrl+Shift+F11	Lock a field / Unlock a field
15. Mail Merge	
Alt+Shift+K	Preview a mail merge
Alt+Shift+N	Merge a document
Alt+Shift+M	Print the merged document
Alt+Shift+E	Edit a mail-merge data document
Alt+Shift+F	Insert a merge Field
16. The Rest	
F1	Get Help or visit Microsoft Office.com
Alt+Space	Open the window menu
Alt+F4	Exit Word
Shift+F10	Display a shortcut menu (Simulate right mouse button)
Alt+F3	Create new Building block with selected texts

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PowerPoint Keyboard Shortcuts

1. Show PowerPoint Presentation with Shortcuts	
F5	Start the presentation from the beginning.
N, Enter, Page Down, Arrow Right, Arrow down, /Space	Perform the next animation or advance to the next slide.
P, Page Up, Arrow Left, Arrow Up, /Backspace	Perform the previous animation or return to the previous slide.
Slide Number +Enter	Go to slide number.
B/.	Display a blank black slide, or return to the presentation from a blank black slide.
W/,	Display a blank white slide, or return to the presentation from a blank white slide.
S	Stop or restart an automatic presentation.
Esc/-	End a presentation.
E	Erase on-screen annotations.
H	Go to the next slide, if the next slide is hidden.
T	Set new timings while rehearsing.
O	Use original timings while rehearsing.
M	Use a mouse click to advance while rehearsing.
1+Enter	Return to the first slide.
Ctrl+P	Redisplay hidden pointer or change the pointer to a pen.
Ctrl+A	Redisplay hidden pointer or change the pointer to an arrow.
Ctrl+H	Hide the pointer and navigation button immediately.
Ctrl+U	Hide the pointer and navigation button in 15 seconds.
Shift+F10	Display the shortcut menu.
Tab	Go to the first or next hyperlink on a slide.
Shift+Tab	Go to the last or previous hyperlink on a slide.
enter while a hyperlink is selected	Perform the "Mouse click"behaviour of the selected hyperlink.
2. Work with Text and Objects	
Alt+Shift+Arrow Left	Promote a paragraph.
Alt+Shift+Arrow Right	Demote a paragraph.
Alt+Shift+Arrow Up	Move selected paragraphs up.
Alt+Shift+Arrow Down	Move selected paragraphs down.
Alt+Shift+1	Show heading level 1.
Alt+Shift+[+]	Expand text below a heading.
Alt+Shift+-	Collapse text below a heading.
Shift+Arrow Right	Select one character to the right.
Shift+Arrow Left	Select one character to the left.
Ctrl+Shift+Arrow Right	Select to the end of a word.
Ctrl+Shift+Arrow Left	Select to the beginning of a word.
Shift+Arrow Up	Select one line up.
Shift+Arrow Down	Select one line down.
Esc	Select an object (with text selected inside the object).
Tab/Shift+tab until the object you want is selected	Select an object (with an object selected).
Enter	Select text within an object (with an object selected).
Ctrl+a (on the Slides tab)	Select all objects.
Ctrl+a (in the Slide Sorter view)	Select all slides.
Ctrl+a (On the Outline tab)	Select all text.
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.
Ctrl+X	Cut selected object.
Ctrl+C	Copy selected object.
Ctrl+V	Paste cut or copied object.
Ctrl+Z	Undo the last action.
Ctrl+Y	Redo the last action.

Ctrl+Shift+C	Copy formatting only.
Ctrl+Shift+V	Paste formatting only.
Ctrl+Alt+V	Paste special.
3. Basic Text Navigation and Formatting	
Ctrl+Shift+F	Change the font.
Ctrl+Shift+P	Change the font size.
Ctrl+Shift+;	Increase the font size of the selected text.
Ctrl+Shift+;	Decrease the font size of the selected text.
Arrow Left	Move one character to the left.
Arrow Right	Move one character to the right.
Arrow Up	Move one line up.
Arrow Down	Move one line down.
Ctrl+Arrow Left	Move one word to the left.
Ctrl+Arrow Right	Move one word to the right.
End	Move to the end of a line.
Home	Move to the beginning of a line.
Ctrl+Arrow Up	Move up one paragraph.
Ctrl+Arrow Down	Move down one paragraph.
Ctrl+End	Move to the end of a text box.
Ctrl+Home	Move to the beginning of a text box.
Ctrl+Enter	In Microsoft Office PowerPoint, move to the next title or body text placeholder. If it is the last placeholder on a slide, this will insert a new slide with the same slide layout as the original slide.
Shift+F4	Repeat the last Find action.
Ctrl+F	Open the Find dialog box.
Ctrl+H	Open the Replace dialog box.
Shift+F4	Repeat the last Find action.
Tab	Move to the next cell in table.
Shift+Tab	Move to the preceding cell in table.
Arrow Down	Move to the next row in table.
Arrow Up	Move to the preceding row in table.
Ctrl+Tab	Insert a tab in a cell in table.
Enter	Start a new paragraph in table.
tab at the end of the last row	Add a new row at the bottom of the table in table.
4. Change Fonts and Formatting	
Ctrl+Shift+F	Open the Font dialog box to change the font.
Ctrl+Shift+P	Open the Font dialog box to change the font size.
Ctrl+Shift+;	Increase the font size.
Ctrl+Shift+;	Decrease the font size.
Ctrl+T	Open the Font dialog box to change the formatting of characters.
Shift+F3	Change the case of letters between sentence, lowercase, or uppercase.
Ctrl+B	Apply bold formatting.
Ctrl+U	Apply an underline.
Ctrl+I	Apply italic formatting.
Ctrl+=	Apply subscript formatting (automatic spacing).
Ctrl+Shift+[+]	Apply superscript formatting (automatic spacing).
Ctrl+Space	Remove manual character formatting, such as subscript and superscript.
Ctrl+K	Insert a hyperlink.
Ctrl+Shift+C	Copy formats.
Ctrl+Shift+V	Paste formats.
Ctrl+E	Centre a paragraph.
Ctrl+J	Justify a paragraph.
Ctrl+L	Left align a paragraph.
Ctrl+R	Right align a paragraph.
5. Manage Open and Save As Dialog Boxes	
Alt+1	Go to the previous folder.
Alt+2	Up One Level button: Open the folder up one level above the open folder.
Alt+3/Delete	Delete button: Delete the selected folder or file.
Alt+4	Create New Folder button: Create a new folder.

Alt+5	Views button: Switch among available folder views.
Alt+L	Tools button: Show the Tools menu.
Shift+F10	Display a shortcut menu for a selected item, such as a folder or file.
Tab	Move between options or areas in the dialog box.
F4/Alt+I	Open the Look in list.
F5	Refresh the file list.
6. PowerPoint Tasks Panes	
F6	Move a task pane from another pane in the program window (clockwise direction). You may need to press F6 more than once
tab, shift+Tab	When a task pane is active, select the next or previous option in the task pane, respectively.
Ctrl+Arrow Down	Display the full set of commands on the task pane menu.
Arrow Down/Arrow Up	Move among choices on a selected submenu; move among certain options in a group of options in a dialog box.
Space/Enter	Open the selected menu, or perform the action assigned to the selected button.
Shift+F10	Open a shortcut menu; open a drop-down menu for the selected gallery item.
home, end	When a menu or submenu is visible, select the first or last command, respectively, on the menu or submenu.
page up, page down	Scroll up or down in the selected gallery list, respectively.
home, end	Move to the top or bottom of the selected gallery list, respectively.
Ctrl+spacebar, c	Close a task pane.
Alt+h, f, o	Open the Clipboard.
7. Move Around in Tables	
Tab	Move to the next cell.
Shift+Tab	Move to the preceding cell.
Arrow Down	Move to the next row.
Arrow Up	Move to the preceding row.
Ctrl+Tab	Insert a tab in a cell.
Enter	Start a new paragraph.
tab at the end of the last row	Add a new row at the bottom of the table.
alt, j, d, a, and then pP	Launch the Selection pane.
8. Manage Smart Tags	
Alt+Shift+F10	Display the menu or message for a smart tag. If more than one smart tag is present, switch to the next smart tag and display its menu or message.
Arrow Down	Select the next item on a smart tag menu.
Arrow Up	Select the previous item on a smart tag menu.
Enter	Perform the action for the selected item on a smart tag menu.
Esc	Close the smart tag menu or message.
9. Microsoft Office Basics Applicable to PowerPoint 2007	
Alt+Tab	Switch to the next window.
Alt+Shift+Tab	Switch to the previous window.
Ctrl+W/Ctrl+F4	Close the active window.
Ctrl+F5	Restore the size of the active window after you maximize it.
F6	Move a task pane from another pane in the program window (clockwise direction). You may need to press F6 more than once
Shift+F6	Move to a pane from another pane in the program window (counter-clockwise direction).
Ctrl+F6	When more than one window is open, switch to the next window.
Ctrl+Shift+F6	Switch to the previous window.
Ctrl+F7	When a document window is not maximized, perform the Move command (on the Control menu for the window). Use the arrow keys to move the window and when finished, press ESC.
Ctrl+F8	When a document window is not maximized, perform the Size command (on the Control menu for the window). Press the arrow keys to resize the window and when finished, press ESC.
Ctrl+F9	Minimize a window to an icon (works for only some Microsoft Office programs).
Ctrl+F10	Maximize or restore a selected window.
Print Screen	Copy a picture of the screen to the Clipboard.
Alt+Print Screen	Copy a picture of the selected window to the Clipboard.

10. Work with Dialog Boxes	
Tab	Move to the next option or option group.
Shift+Tab	Move to the previous option or option group.
Ctrl+Tab	Switch to the next tab in a dialog box.
Ctrl+Shift+Tab	Switch to the previous tab in a dialog box.
Alt+Arrow Down	Open a selected drop-down list.
First letter of an option in a drop-down list	Open the list if it is closed and move to an option in the list.
Arrow Keys	Move between options in an open drop-down list, or between options in a group of options.
Esc	Close a selected drop-down list; cancel a command and close a dialog box.
Space	Perform the action assigned to the selected button; select or clear the selected check box.
Alt+ the letter underlined in an option	Select an option; select or clear a check box.
Enter	Perform the action assigned to a default button in a dialog box.
Home	Move to the beginning of the entry.
End	Move to the end of the entry.
arrow left, arrow right	Move one character to the left or right, respectively.
Ctrl+Arrow Left	Move one word to the left.
Ctrl+Arrow Right	Move one word to the right.
Shift+Arrow Left	Select or cancel selection one character to the left.
Shift+Arrow Right	Select or cancel selection one character to the right.
Ctrl+Shift+Arrow Left	Select or cancel selection one word to the left.
Ctrl+Shift+Arrow Right	Select or cancel selection one word to the right.
Shift+Home	Select from the cursor to the beginning of the entry.
Shift+End	Select from the cursor to the end of the entry.
11. Work with the Selection Pane.	
F6	Cycle the focus through the different panes.
Shift+F10	Display the context menu.
Arrow Up/Arrow Down	Move the focus to a single item or group.
Arrow Left	Move the focus from an item in a group to its parent group.
Arrow Right	Move the focus from a group to the first item in that group.
* (on numeric keypad only)	Expand a focused group and all its child groups.
[+ (on numeric keypad only)	Expand a focused group.
- (on numeric keypad only)	Collapse a focused group.
Shift+Arrow Up/Shift+Arrow Down	Move the focus to an item and select it.
Space/Enter	Select a focused item.
Shift+Space/Shift+Enter	Cancel selection of a focused item.
Ctrl+Shift+F	Move a selected item forward.
Ctrl+Shift+B	Move a selected item backward.
Ctrl+Shift+S	Show or hide a focused item.
F2	Rename a focused item.
Tab/Shift+Tab	Switch the keyboard focus within the Selection pane between tree view and the Show All and Hide All buttons.
Alt+Shift+1	Collapse all groups.
Alt+Shift+9	Expand all groups.
12. Others	
ctrl+shift+d	Duplicates active slide

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