

96 useful Office 365 shortcuts you should know

Today's article will give you a list of 96 ways to manipulate things faster in a Microsoft Office environment.

Accuracy must go hand in hand with speed. If you often have to use in Microsoft Word, Excel, PowerPoint, Outlook and Access applications in Office 365 version, knowing some basic shortcuts will be quite helpful. Today's article will give you a list of 96 ways to manipulate things faster in a Microsoft Office environment. No matter how proficient you use the shortcut, there are a few things you don't know. If you really want to master the shortcuts, see the full list of **TipsMake.com** Windows 10 shortcuts .

Before starting, note that every shortcut is based on the US international keyboard layout. They may not work in the keyboard layout you are using. You can try shortcuts from the Office 365 application in another layout. There are hundreds of shortcuts and the article only lists the most important ones here.



Learn about Office 365 shortcuts

1. Microsoft Word 365 shortcut
2. Microsoft Excel 365 shortcut
3. Microsoft Outlook 365 shortcut
4. Microsoft PowerPoint 365 shortcut
5. Microsoft Access 365 shortcut

Microsoft Word 365 shortcut

Perhaps you already know about these shortcuts:

Shortcut Use Esc Remove an action. Ctrl + Z Undo the last action. Ctrl + Y Redo the last action. Ctrl + X Cut the selected object. Ctrl + W Close the document. Ctrl + V Paste into the document. Ctrl + U Underline the selected text Ctrl + S Save the document.

But did you know about these Word shortcuts?

Shortcut Use Ctrl + R Align right with the selected text. Ctrl + O Open a new document. Ctrl + L Align the selected text. Ctrl + I Italicize selected text. Ctrl + E Center the selected text. Ctrl + C Copy the selected item. Ctrl + B Highlight the selected text. Ctrl + A Select all. Ctrl +] Increase the font size to 1 unit. Ctrl + [Reduce font size to 1 unit. Alt + W, then press Q Open the **Zoom** tool . Alt + Q Go to 'Tell me what you want to do' .

Microsoft Excel 365 shortcut

Not many people know about these shortcuts:

Shortcut Function Ctrl + B Highlight the selected item. Ctrl + C Copy the selected item. Ctrl + O Open the workbook. Ctrl + S Save the workbook. Ctrl + V Paste the selected item. Ctrl + W Close the workbook. Ctrl + X Cut the selected item. Ctrl + Z Undo the last action. Delete key Delete cell contents.

Even fewer people know these Excel shortcuts:

Pressing This Does This Alt + A Go to the **Data** tab . Alt + H Go to the **Home** tab . Alt + H, then press A, then C Align the contents of the cell. Alt + H, then press B Add the border. Alt + H, then press D, then C Delete column. Alt + H, then press H Select the fill color in the box. Alt + M Go to the **Formula** tab . Alt + N Go to the **Insert** tab . Alt + P Go to the **Page Layout** tab . Alt + W Go to the **View** tab . Ctrl + 0 Hide the selected columns. Ctrl + 9 Hide the selected rows.

Microsoft Outlook 365 shortcut

You may know some of the following Microsoft Outlook shortcuts:

Shortcut Function Escape or Enter Close the object. Delete Delete the selected mail, task or meeting. Ctrl + Copy changes the selected object. Alt + Mail.

Even IT people may not know these shortcuts:

Shortcut Function Ctrl + Shift + M Create a new message. Ctrl + Shift + K Create a new task. Ctrl + Shift + A Create an appointment. Ctrl + E > Alt + H > R > P Search Ctrl + 2 Go to the calendar. Alt + S > S Receive and send mail. Alt + N > A > F Insert file. Alt + J > A > S Save the attachment as . Alt + H > R > P Reply back. Alt + H > R > A Reply to all. Alt + H > M > V, then select the folder from the Move to folder list. Alt + H > F > W Forward. Alt + H Go to the **Home** tab .

Microsoft PowerPoint 365 shortcut

You may already know the following Microsoft PowerPoint shortcuts:

Shortcut Function Ctrl + Bold selected text. Ctrl + Copy text, selected object or slide. Ctrl + Create new presentation. Ctrl + Close PowerPoint. Ctrl + Save presentation. Ctrl + V Dán cut or copy text, object or slide. Ctrl + X Cut the selected text, object or slide. Ctrl + Z Active action completion. Esc End slide show.

Add 10 PowerPoint shortcuts you should know to use:

Shortcut Function Alt + G> H Select a theme. Alt + H Go to the **Home** tab . Alt + H> F> S Change the font size for the selected text. Alt + H> L Select the slide layout. Alt + H> S> H Insert shape. Alt + N Go to the **Insert** tab . Alt + N> P Insert images. Alt + W> Q Open the **Zoom** dialog . F5 Start the slide show. Page Down Switch to the next slide. Page Up Back to the previous slide.

Microsoft Access 365 shortcut

You probably already know the following Access shortcuts:

Shortcut Function Ctrl + F Open the **Find** box in the Datasheet or Form view. Ctrl + H Open the **Find and Replace** box in the Datasheet or Form view. Ctrl + O or Ctrl + F12 Open an existing database. Ctrl + P Open the **Print** dialog . F1 Open the **Help** window . Tab or Shift + Tab Move to the next or previous field in the Datasheet view.

But do you know these shortcuts?

Shortcut Function Alt or F10 to switch to another tab Select the ribbon's activity tab and activate **KeyTips**. Alt + F4 Exit Access. Alt + F5 then enter the record number and press Enter Go to a specific record in the Datasheet view. Alt + H Open the Home tab. Ctrl + plus sign (+) Add new record in Datasheet or Form view. F11 Display or hide the **Navigation** panel . F2 Switch between the **Edit** and **Navigation** modes in the Datasheet or Design view. F4 Display or hide the contents of the sheet. F5 Form view conversion to Design. F6 Move focus to another part of the window. S Open the **Page Setup** dialog box for forms and reports. Shift + F10 Display the shortcut menu for the selected item. Z Zoom in or out on a part of the page.

Believe it or not, Microsoft considers all of the things listed above as the most frequently used Office 365 shortcuts. Take time and memorize some of these shortcuts. You will be amazed at how much time you save.

Wish you successful application!

You finished reading the article "**96 useful Office 365 shortcuts you should know**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.