

Common Shortcuts In Microsoft Office

To speed up the operations while performing office computing, we give you instructions on using the most common keyboard shortcuts, to minimize the operations that require the use of a mouse

Create new, edit, save text

Ctrl + N:Create a new text file

Ctrl + O:Open an existing text file

Ctrl + S:Save the text

Ctrl + C:Copy text

Ctrl + V:Paste text

Ctrl + X:Cut text

Ctrl + H:Turn on replace dialog box

Ctrl + P:Enables the print operation dialog box

Ctrl + F:Turn on the search dialog

Ctrl + Y:Restore the current state of the text before executing the command Ctrl + Z

Ctrl + Z>Returns the status of the text before executing the last command

Ctrl + F4, Ctrl + W, Alt + F4:Close the document, close the Ms Word window



Delete text or objects.

Backspace (↵):Delete one character before.

Delete>Delete a character behind the cursor or the currently selected object.

Ctrl + Backspace (↵):Delete one word from the front.

Ctrl + Delete>Delete one word behind.

Move

Ctrl + ←:Arrow Moves 1 character

Ctrl + Home Go to top of text

Ctrl + End:Go to the last position in the text

Ctrl + Shift + Home:Select from current position to the beginning of the text.

Ctrl + Shift + End:Select from the current position to the end of the text

Format

Ctrl + B:Bold format

Ctrl + D:Open the font format dialog box

Ctrl + I:Italic format.

Ctrl + U:Underline format

Ctrl + E:Center the selected text

Ctrl + J:Align selected text

Ctrl + L:Left-align the currently selected text

Ctrl + R:Right-align a selected text

Ctrl + M:Format indented text paragraph

Ctrl + Shift + M>Delete indentation format

Ctrl + T:Indent the second line and onward of a paragraph

Ctrl + Shift + T>Delete the indenting format of the 2nd line and onwards of a paragraph

Ctrl + Q>Delete text alignment format

Operation in tables

Tab:Move to and select the content of the next cell.Or create a new row if you are at the bottom of the table

Shift + Tab: Move to and select the content of the cell immediately preceding it

Shift + arrow keys:To select the content of the cells

Ctrl + Shift + F8 + Arrow keys:Extend a selection by block

Shift + F8:Decrease the selection size by block

Ctrl + 5 (when the Num Lock light is off):Select content for the entire table

Alt + Home:Go to the first cell of the current line

Alt + End:Go to the last cell of the current line

Alt + Page up:Go to the first cell of the column

Alt + Page down:Go to the last cell of the column

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