OFFICE SHORTCUT CHEAT SHEET

Windows shortcuts for Word, Excel, PowerPoint and Outlook

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QUICK REFERENCE

Work smarter with shortcuts

A practical guide for everyday Office tasks.

Start with Ctrl + S (save), Ctrl + Z (undo), and Ctrl + F (find).



Everyday shortcuts

`Ctrl+N`	New file
`Ctrl+O`	Open a file
`Ctrl+S`	Save
`F12`	Save As
`Ctrl+P`	Print
`Ctrl+W`	Close current file
`Ctrl+Z`	Undo
`Ctrl+Y`	Redo
`Ctrl+C / X / V`	Copy / cut / paste
`Ctrl+A`	Select all
`Ctrl+F`	Find
`Ctrl+H`	Find & replace in Word/Excel
`Ctrl+B / I / U`	Bold / italic / underline
`Ctrl+K`	Insert a hyperlink
`Alt+Tab`	Switch open apps
`Ctrl+Backspace`	Delete previous word

Text tip: Ctrl + Left/Right moves one word; Shift + Arrow selects text.

Microsoft Word

`Ctrl+L / E / R / J`	Align left / centre / right / justify
`Ctrl+1 / 2 / 5`	Single / double / 1.5 spacing
`Ctrl+Enter`	Insert a page break
`Ctrl+Home / End`	Go to document start / end
`Ctrl+Alt+1 / 2 / 3`	Apply Heading 1 / 2 / 3
`Ctrl+Shift+N`	Apply Normal text style
`Ctrl+G`	Go to a page or section
`F7`	Check spelling and grammar
`Ctrl+Shift+8`	Show / hide paragraph marks
`Ctrl+Shift+E`	Toggle Track Changes
`Ctrl+Alt+M`	Add a comment
`Ctrl+Shift+>/<`	Increase / decrease font size
`Ctrl+H`	Find and replace
`Ctrl+K`	Insert a hyperlink

APP-SPECIFIC SHORTCUTS

Excel, PowerPoint and Outlook quick reference — Windows desktop

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Microsoft Excel

`F2`	Edit the selected cell	`Ctrl+1`	Open Format Cells
`Alt+=`	Insert AutoSum	`Ctrl+;`	Insert today’s date
`Ctrl+Arrow`	Jump to edge of data	`Ctrl+Shift+:`	Insert the current time
`Ctrl+Shift+Arrow`	Select to edge of data	`Alt+Enter`	New line inside a cell
`Ctrl+Home`	Go to cell A1	`Ctrl+Space`	Select the column
`Ctrl+End`	Go to last used cell	`Shift+Space`	Select the row
`Ctrl+T`	Create a table	`Ctrl+PgUp/PgDn`	Previous / next worksheet
`Ctrl+Shift+L`	Turn filters on / off	`F4`	Cycle formula reference styles
`Ctrl+D / R`	Fill down / fill right	`Ctrl+``	Show / hide formulas

Formula tip: type = to begin; for example, =SUM(B2:B10).

Microsoft PowerPoint

`Ctrl+M`	Add a new slide	`Ctrl+G / Ctrl+Shift+G`	Group / ungroup objects
`Ctrl+D`	Duplicate a slide or object	`Ctrl+Shift+C/V`	Copy / apply formatting
`F5`	Start slideshow from beginning	`Tab / Shift+Tab`	Indent / outdent a bullet
`Shift+F5`	Start from current slide	`B / W (slideshow)`	Show black / white screen
`Esc`	End slideshow	`Ctrl+K`	Insert a hyperlink

Classic Outlook for Windows

`Ctrl+N`	New email (while in Mail)	`Ctrl+F`	Forward
`Ctrl+R`	Reply	`Ctrl+Enter`	Send email
`Ctrl+Shift+R`	Reply to all	`Ctrl+1 / 2 / 3 / 4`	Mail / Calendar / People / Tasks

Outlook shortcuts above are for classic Outlook; New Outlook and web versions may differ.