

MICROSOFT OFFICE KEYBOARD SHORTCUTS

By Shannon Sharpton

Desired Action	Input	Desired Action	Input
Select text	Shift + Arrow	Close document	Ctrl + W
Copy selected item	Ctrl + C	Save document	Ctrl + S
Cut	Ctrl + X	Print document	Ctrl + P
Paste	Ctrl + V	Print preview	Alt + Ctrl + I
Undo last action	Ctrl + Z		
Select all items in document	Ctrl + A	Top of document	Ctrl + Home
		Bottom of document	Ctrl + End
Bold text	Ctrl + B	Beginning of line	Home
Italicize text	Ctrl + I	End of line	End
Underline	Ctrl + U	Beginning of next word	Ctrl + forward arrow
Decrease font size	Ctrl + Shift + <	Beginning of previous word	Ctrl + back arrow
Increase font size	Ctrl + Shift + >	Beginning of next page	Alt + Page Down
Change font	Ctrl + Shift + F, arrows	Beginning of prev page	Alt + Page Up
Change font size	Ctrl + Shift + P, arrows		
Create page break	Ctrl + Enter	Delete entire word	Ctrl + Backspace
		Delete entire line	Ctrl + Delete
Create new document	Ctrl + N		
Open a document window	Ctrl + O	Go to	Ctrl + G