



# Microsoft Office 2003

## Common Keyboard Shortcuts

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=Shortcut =Advice =Caution

As an alternative to executing commands using the toolbar icons or the commands within the menu system, you can instead use special keyboard combinations, or shortcuts. Keyboard shortcuts help you save time because you do not have to take your hands off the keyboard to use the mouse.

The tables below display the more commonly used Microsoft Office keyboard shortcuts, specifically for Excel, PowerPoint and Word. Learn one shortcut a day and by the end of the year, you will be working as fast as a pro!

| GENERAL MICROSOFT OFFICE SHORTCUTS |                                      |
|------------------------------------|--------------------------------------|
| Ctrl+A                             | Select all data in the file          |
| Ctrl+B                             | Apply or remove bold formatting      |
| Ctrl+C                             | Copy the current selection           |
| Ctrl+End                           | Move to the bottom of the file       |
| Ctrl+Home                          | Move to the beginning of the file    |
| Ctrl+I                             | Apply or remove italic formatting    |
| Ctrl+N                             | Display the New File dialog box      |
| Ctrl+O                             | Display the Open dialog box          |
| Ctrl+P                             | Display the Print dialog box         |
| Ctrl+U                             | Apply or remove an underline         |
| Ctrl+V                             | Paste the current selection          |
| Ctrl+X                             | Cut the current selection            |
| Ctrl+Y                             | Repeat the last action               |
| Ctrl+Z                             | Undo the last action                 |
| F1                                 | Display Help or the Office Assistant |
| F7                                 | Check Spelling                       |
| F12                                | Display the Save As dialog box       |

| WORD SPECIFIC SHORTCUTS |  |
|-------------------------|--|
| Ctrl+1                  | Set Single-space lines                           |
| Ctrl+2                  | Set Double-space lines                           |
| Ctrl+5                  | Set 1.5-line spacing Lines                       |
| Ctrl+D                  | Duplicates selected Object (picture, chart, etc) |
| Ctrl+E                  | Center a paragraph                               |
| Ctrl+Enter              | Insert a page break                              |
| Ctrl+J                  | Justify a paragraph                              |
| Ctrl+L                  | Left align a paragraph                           |
| Ctrl+Q                  | Remove paragraph formatting                      |
| Ctrl+R                  | Right align a paragraph                          |
| Ctrl+Shift+Enter        | Insert a column break                            |
| Ctrl+T                  | Create a hanging indent                          |
| Ctrl+W                  | Close the current document                       |
| F5                      | Display the Go To dialog box                     |
| Shift+Enter             | Insert a line break                              |
| Shift+F3                | Change case of current text                      |
| Shift+F7                | Display the Thesaurus                            |

| EXCEL SPECIFIC SHORTCUTS |   |
|--------------------------|---|
| Alt+Enter                | Start a new line in the same cell                 |
| Alt+F8                   | Display the Macro dialog box                      |
| Ctrl+0 (zero)            | Hide the selected columns                         |
| Ctrl+1                   | Display the Format Cells dialog box               |
| Ctrl+9                   | Hide the selected rows                            |
| Ctrl+F6                  | Switch between open workbooks                     |
| Ctrl+Page Down           | Move to the next worksheet                        |
| Ctrl+Page Up             | Move to the previous worksheet                    |
| F11                      | Create a chart based on selected cells            |
| F2                       | Edit the active cell                              |
| F4                       | Repeat the last action                            |
| F5                       | Display the Go To dialog box                      |
| F9                       | Re-calculate all worksheets in all open workbooks |
| Shift+F9                 | Re-calculate only the active worksheet            |
| Shift+F11                | Insert a new worksheet                            |

| POWERPOINT SPECIFIC SHORTCUTS |   |
|-------------------------------|---|
| Backspace                     | Go to the previous slide  |
| Ctrl+A                        | Select (1) All slides in Slide Sorter view (2) All objects in Slide View, or (3) All text in the Outline View |
| Ctrl+D                        | Duplicate selected Object (picture, chart, etc)   |
| Ctrl+E                        | Center a paragraph  |
| Ctrl+H                        | Hide the pointer while running slide show   |
| Ctrl+J                        | Justify a paragraph   |
| Ctrl+L                        | Left align a paragraph  |
| Ctrl+M                        | Insert a new slide  |
| Ctrl+P                        | Display pointer while running slide show  |
| Ctrl+R                        | Right align a paragraph   |
| Esc                           | End a slide show  |
| F5                            | Run a presentation  |
| Shift+F                       | Change case of current text   |
| Spacebar                      | Go to the next slide  |