

## MS WORD Shortcut Keys

	KEY ONLY	+ SHIFT	+ CTRL
F1	Help		Open/Close task pane
F2		Copies text	Print preview
F3		Capital ↔ Small	
F4	Repeat last command		Close document
F5	Find/Replace/Go tab	Note: it may not work in word 2003	
F7	Checks spelling	Open Thesaurus	
F10	Open/Close menu	Shortcut menu	Maximise/Restore Window
F12	Save as	Save	Open

[Ctrl] + [W] / [O] / [N]	Close/Open a document / Open new document
[Ctrl] + [Z] / [Y]	Undo / Repeat previous action
[Ctrl] + [ ] ] / [ [ ]	Increase / Decrease font size by one point
[Ctrl] + [C] / [V]	Toggles Copy / Paste selected text
[Ctrl] + [B] / [U] / [I]	Toggles <b>Boldface</b> / <u>Underline</u> / <i>Italic</i>
[Ctrl] + [Shift] + [5]	Toggle double underline
[Ctrl] + [L] / [E] / [R] / [J]	Aligns line to Left / Centre / Right / Justified
[Ctrl] + [=] / +	Toggles Subscript / Superscript ( <b>see note below</b> )
[Ctrl] + [Delete] / [Backspace]	Delete word to right / left of cursor
[Shift] / [Ctrl] + [Enter]	Insert a line / page break
[Ctrl] + [1] / [5] / [2]	Create Single / 1.5 / Double line spacing
[Home] / [End]	Go to the beginning / end of line
[Ctrl] + [Home] / [End]	Moves cursor to the beginning / end of the document
[Ctrl] + [PgDn] / [PgUp]	Move to next page / previous page
[Alt] + [Shift] + [C]	Close split window
[Ctrl] + [Alt] + [1] / [2] / [3]	Apply Heading 1 / 2 / 3 level
[Ctrl] + [M]	Apply indent to paragraph
[Ctrl] + [T]	Apply or Increase hanging indent
[Ctrl] + [Shift] + [T]	Decrease or Remove hanging indent
[Ctrl] + [F] / [H]	Display Find / Replace dialog box
[Ctrl] + [D] / [S]	Display the Font / Style dialog box
[Ctrl] + [P]	Print – Display Print dialog box
Double / Triple click	Select a word / paragraph

**Note:** to get the upper symbol in a key you have to hold [Shift] + the [key] with that symbol  
eg: to get + symbol hold [Shift] + [5]

## MS EXCEL Shortcut Keys

	KEY ONLY	+ SHIFT	+ CTRL
F1	Help		Open/Close task pane
F2	Edit cell	Edit cell comment	Print preview
F3		Insert Function	Name a cell/group of cells
F4	Repeat last command		Close document
F5	Go tab	Find/Replace tab	
F7	Checks spelling	Open Thesaurus	
F10	Open/Close menu	Shortcut menu	
F12	Save as	Save	Open

[Ctrl] + [W] / [O] / [N]	Close/Open a document/New document
[Ctrl] + [Z] / [Y]	Undo/Repeat previous action
[Ctrl] + [C] / [V]	Toggles Copy / Paste selected text
[Ctrl] + [B] / [U] / [I] / [5]	Toggles <b>Boldface</b> / <u>Underline</u> / <i>Italic</i> / Strikethrough
[Ctrl] + [ ` ]	Toggles result / display formula
[Ctrl] + [ ; ]	Insert current date
[Ctrl] + [ ' ] / “	Copy the formula / value from cell above ( <b>see note below</b> )
[Alt] + [=]	Insert an Auto sum formula
[Ctrl] + ! / \$	Apply Number / Currency format with decimal ( <b>see note below</b> )
[Ctrl] + ~ / %	Apply General / % format without decimal ( <b>see note below</b> )
[Home]	Go to the first cell of the row
[Ctrl] + [Home] / [End]	Moves cursor to cell A1/End of Worksheet (last cell with data)
[Ctrl] + [PgDn] / [PgUp]	Move to next / previous Worksheet
[Ctrl] + [9] / (	Hide / Unhide all selected rows ( <b>see note below</b> )
[Ctrl] + [0] / )	Hide / Unhide all selected columns ( <b>see note below</b> )
[Ctrl] + & / _	Apply / Remove outline border to the selected cells ( <b>see note below</b> )
[Ctrl] + [1]	Open Format cell dialog box
[Ctrl] + [F] / [H]	Display Find / Replace dialog box
[Ctrl] + [ - ] / +	Open Delete / Insert (cell/row/column) dialog box ( <b>see note below</b> )
[Ctrl] + [P]	Open Print dialog box

**Note:** to get the upper symbol in a key you have to press [Shift] + the [key] with that symbol  
eg: to get ! symbol hold [Shift] + [1]