

Short cut keys

Healthy Society



Ctrl+A - Select All
Ctrl+B - Bold
Ctrl+C - Copy
Ctrl+D - Fill Down
Ctrl+F - Find
Ctrl+G - Goto
Ctrl+H - Replace
Ctrl+I - Italic
Ctrl+K - Insert Hyperlink



Healthy Society



Ctrl+O - Open
Ctrl+P - Print
Ctrl+R - Fill Right
Ctrl+S - Save
Ctrl+U - Underline
Ctrl+V - Paste
Ctrl+W - Close
Ctrl+X - Cut
Ctrl+Y - Repeat
Ctrl+Z - Undo
Ctrl+N - New Workbook



Healthy Society



F1 - Help
F2 - Edit
F3 - Paste Name
F4 - Repeat last action
F4 - While
F5 - Goto
F6 - Next Pane



Healthy Society

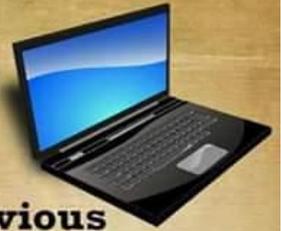


F7 - Spell check
F8 - Extend mode
F9 - Recalculate all workbooks
F10 - Activate Menubar
F11 - New Chart
F12 - Save As





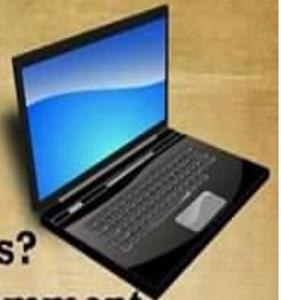
Ctrl+F12 - File Open
Alt+F1 - Insert Chart
Alt+F2 - Save As
Alt+F4 - Exit
Alt+F11 - Visual Basic Editor



Shift+Ctrl+F6 - Previous workbook window
Ctrl+F7 - Move window
Ctrl+F8 - Resize window
Ctrl+F9 - Minimize workbook
Ctrl+F10 - Maximize or restore window
Ctrl+F11 - Inset 4.0 Macro sheet



Ctrl+Shift+F3 - Create name by using names of row and column labels
Ctrl+Shift+F6 - Previous Window
Ctrl+Shift+F12 - Print
Alt+Shift+F1 - New worksheet
Alt+= - AutoSum
Ctrl+` - Toggle Value /Formula display
Ctrl+Shift+A - Insert argument names into formula
Alt+Down arrow - Display AutoComplete list



Shift+F1 - What's This?
Shift+F2 - Edit cell comment
Shift+F3 - Paste function into formula
Shift+F4 - Find Next
Shift+F5 - Find
Shift+F6 - Previous Pane
Shift+F8 - Add to selection
Shift+F9 - Calculate active worksheet



Ctrl+Shift+~ - General format
Ctrl+Shift+! - Comma format
Ctrl+Shift+@ - Time format
Ctrl+Shift+# - Date format
Ctrl+Shift+\$ - Currency format
Ctrl+Shift+% - Percent format



Shortcuts

If you have a different version, you can check for shortcuts from 'HELP' option.

A. Microsoft Word – common shortcuts

1. Ctrl + N = will open a new word document
2. Ctrl + O = will open the 'Open' box to open previously saved documents
3. Ctrl + W = will close the current word document
4. Ctrl + S = to save the currently open word document
5. Ctrl + P = will give the print option for current document
6. Ctrl + Z = will undo the last action
7. Ctrl + Y = will restore the action undone
8. Ctrl + X = will cut selected item
9. Ctrl + C = will copy selected text/item
10. Ctrl + V = will paste the previously cut/copy selected text/item
11. Ctrl + A = Selects all the text
12. Ctrl + F = will open Find and Replace option/dialogue box

B. Microsoft Word's Formatting Shortcuts

1. Ctrl + B = will **bold-en** the selected text
2. Ctrl + I = will *italicize* the selected text
3. Ctrl + U = will underline the selected text
4. Ctrl + Shift + D = Double underline
5. Ctrl + Shift + > = will increase the font size of selected text
6. Ctrl + Shift + < = will decrease the font size of selected text
7. Ctrl + 2 = double line spacing
8. End = will take you to the end of a line
9. Home = will take you to the beginning of a line
10. Ctrl + End = will take you to the very end of a document (last page/last line/last word!)
11. Ctrl + Home = will take you to the very beginning of a document
12. Shift + F3 = will change the case of letters of selected text
(keep pressing the F3 and see how it keeps changing from All CAPS, to all lower, to Sentence case!)
13. Ctrl + Shift + F = will activate the '**F**ont' option and you can choose the font you want
14. Ctrl + Shift + N = will apply the '**N**ormal' style to the selected text
15. Ctrl + 'equal sign' = for superscript. i.e., select a text first, then do - 'ctrl + ='. example: Birds_(of all kinds).
16. Ctrl + Shift + 'the plus sign' = for superscript. example: November the 30th of 2014. Wats^{app}!

C. Microsoft Word – insert option shortcuts

1. Ctrl + Enter = will give/insert a page break, i.e., it'll go to the next page
 2. Ctrl + K = to insert a hyperlink
 3. Alt + Shift + D = will insert the current **D**ate
 4. Alt + Shift + T = will insert the current **T**ime
 5. Alt + I + P + C = will open the Clip Art box on the right side of the document
 6. Alt + I + P + W = will open the Word Art options box
 7. Alt + I + P + H = will insert/open graph/chart input/options box in the form of an excel sheet! (Try it out!)
 8. Alt + I + P + O = will insert an organization flow chart, which you can edit as per your requirement
- Okay, 36 shortcuts and only of MS Word – how many did you know?