

Microsoft Excel Keyboard Shortcuts

Shortcut keys	Action	Category
Ctrl+a	Select all cells in worksheet	Navigation
Ctrl+b	Bold	Formatting
Ctrl+c	Copy	Editing
Ctrl+d	Fill down	Editing
Ctrl+e	Flash fill	Editing
Ctrl+f	Find	Editing
Ctrl+g	Go to	Navigation
Ctrl+h	Replace	Editing
Ctrl+i	Italic	Formatting
Ctrl+k	Insert hyperlink	Editing
Ctrl+n	New workbook	Files and windows
Ctrl+o	Open existing workbook	Files and windows
Ctrl+p	Print	Other
Ctrl+r	Fill right	Editing
Ctrl+s	Save	Files and windows
Ctrl+u	Underline	Formatting
Ctrl+v	Paste	Editing
Ctrl w	Close file	Files and windows
Ctrl+x	Cut	Editing
Ctrl+y	Repeat/redo action	Editing
Ctrl+z	Undo action	Editing
Ctrl+Arrows	Jump to end of region; in edit/formula mode, jump to end of word	Navigation
Ctrl+PageUp	Go to previous sheet	Navigation
Ctrl+PageDown	Go to next sheet	Navigation
Ctrl+Home	Go to top-left cell (A1)	Navigation
Ctrl+End	Go to bottom-right cell used in the worksheet	Navigation
F1	Help	Other
F2	Edit cell formula/value	Editing
F3	Show range names to insert	Editing
F4	Repeat last action; if in edit/formula mode, toggles between absolute/relative references	Editing
F5	Go to	Navigation
F6	Next pane	Navigation
F7	Spell check	Editing
F8	Extend mode	Editing
F9	Recalculate all workbooks	Formulas
F10	Activate menubar	Other
F11	New chart	Editing
F12	Save as	Files and windows
Ctrl+:	Insert current time	Editing
Ctrl+;	Insert current date	Editing
Ctrl+"	Copy value from cell above	Editing
Ctrl+'	Copy formula from cell above	Editing
Shift+F9	Calculate active worksheet	Formulas
Shift+F10	Display right-click menu	Navigation
Shift+Arrows	Select adjacent cells; select adjacent characters in edit mode	Navigation
Ctrl+Shift+Arrows	Select cells through the end of the region; select through entire word in edit mode	Navigation
Ctrl+F3	Define name	Other
Ctrl+F4	Close	Files and windows
Ctrl+F6	Next workbook window	Files and windows
Shift+Ctrl+F6	Previous workbook window	Files and windows
Ctrl+F7	Move window mode (Escape to cancel)	Files and windows
Ctrl+F8	Resize window mode (Escape to cancel)	Files and windows
Ctrl+F9	Minimize workbook	Files and windows
Ctrl+F10	Maximize or restore window	Files and windows
Alt+F1	Insert Chart	Editing
Alt+F2	Save As	Files and windows
Alt+F4	Exit	Files and windows
Alt+F8	Macro dialog box	Other
Alt+F11	Launch Visual Basic Editor	Other
Alt+=	AutoSum	Formulas
Ctrl+`	Toggle value/formula display	Formulas
Alt+Down arrow	Display list (data validation, AutoFilter, AutoComplete)	Navigation
Alt+'	Format style dialog box	Formatting

Microsoft Excel Keyboard Shortcuts

Shortcut keys	Action	Category
Ctrl+Shift+~	General format	Formatting
Ctrl+Shift+!	Comma format	Formatting
Ctrl+Shift+@	Time format	Formatting
Ctrl+Shift+#	Date format	Formatting
Ctrl+Shift+\$	Currency format	Formatting
Ctrl+Shift+%	Percent format	Formatting
Ctrl+Shift+^	Exponential format	Formatting
Ctrl+Shift+&	Place outline border around selected cells	Formatting
Ctrl+Shift+_	Remove outline border	Formatting
Ctrl+Shift+*	Select the current region around the active cell	Navigation
Ctrl++	Insert	Editing
Ctrl+-	Delete	Editing
Ctrl+1	Format cells dialog box	Formatting
Ctrl+2	Bold	Formatting
Ctrl+3	Italic	Formatting
Ctrl+4	Underline	Formatting
Ctrl+5	Strikethrough	Formatting
Ctrl+6	Show/Hide objects	Other
Ctrl+7	Show/Hide Standard toolbar	Other
Ctrl+8	Toggle Outline symbols	Other
Ctrl+9	Hide rows	Formatting
Ctrl+0	Hide columns	Formatting
Ctrl+Shift+(Unhide rows	Formatting
Ctrl+Shift+)	Unhide columns	Formatting
Alt or F10	Activate the ribbon menu	Other
Ctrl+Tab	Activate next workbook	Files and windows
Shift+Ctrl+Tab	Activate previous workbook	Files and windows
Tab	Next cell/field	Navigation
Shift+Tab	Previous cell/field	Navigation
Alt+Enter	Start a new line within the cell (wraps text)	Editing
Ctrl+Enter	Enter formula and stay focused on cell, or fill the selected cell range with the current entry	Editing
Ctrl+Spacebar	Select the entire column	Navigation
Shift+Spacebar	Select the entire row	Navigation
Ctrl+/	Select the array containing the active cell	Navigation
Ctrl+Shift+o	Select all cells that contain comments.	Navigation
Ctrl+\	Select non-matching cells within a row	Navigation
Ctrl+Shift+	Select non-matching cells within a column	Navigation
Ctrl+[Select all cells directly referenced by formulas in the selection	Navigation
Ctrl+Shift+[Select all cells directly or indirectly referenced by formulas in the selection	Navigation
Ctrl+]	Select cells that contain formulas that directly reference the active cell	Navigation
Ctrl+Shift+]	Select cells that contain formulas that directly or indirectly reference the active cell	Navigation
Alt+;	Select the visible cells in the current selection	Navigation
Shift+Backspace	With multiple cells selected, select only the active cell	Navigation
Ctrl+Shift+Spacebar	Selects cells in the current region; if blank or pressed a second time, selects all cells in the worksheet; if an object is selected, selects all objects on the worksheet	Navigation

Microsoft Word Keyboard Shortcuts

Shortcut keys	Action	Category
Ctrl+a	Select all content in document	Editing
Ctrl+b	Bold	Formatting
Ctrl+c	Copy	Editing
Ctrl+d	Show font dialog box	Formatting
Ctrl+e	Center align text	Formatting
Ctrl+f	Find	Editing
Ctrl+g	Go to page/bookmark	Navigation
Ctrl+h	Replace	Editing
Ctrl+i	Italic	Formatting
Ctrl+j	Justify align text	Formatting
Ctrl+k	Insert hyperlink	Editing
Ctrl+l	Left align text	Formatting
Ctrl+m	Indent paragraph from the left	Formatting
Ctrl+n	New document	Files and windows
Ctrl+o	Open existing document	Files and windows
Ctrl+p	Print	Other
Ctrl+q	Remove paragraph formatting	Formatting
Ctrl+r	Right align text	Formatting
Ctrl+s	Save	Files and windows
Ctrl+t	Create a hanging indent	Formatting
Ctrl+u	Underline	Formatting
Ctrl+v	Paste	Editing
Ctrl w	Close file	Files and windows
Ctrl+x	Cut	Editing
Ctrl+y	Repeat/redo action	Editing
Ctrl+z	Undo action	Editing
Ctrl+Shift+C	Copy formats	Formatting
Ctrl+Shift+D	Double-underline text	Formatting
Ctrl+Shift+E	Toggle track changes	Other
Ctrl+Shift+F	Change the font type	Formatting
Ctrl+Shift+H	Apply hidden text formatting	Formatting
Ctrl+Shift+K	Format letters as small capitals	Formatting
Ctrl+Shift+L	Apply list style / insert a bullet point	Editing
Ctrl+Shift+M	Remove a paragraph indent from the left	Formatting
Ctrl+Shift+N	Apply normal size	Formatting
Ctrl+Shift+P	Change the font size	Formatting
Ctrl+Shift+Q	Change the selection to the Symbol font	Formatting
Ctrl+Shift+S	Apply a style	Formatting
Ctrl+Shift+T	Reduce a hanging indent	Formatting
Ctrl+Shift+V	Paste formats	Formatting
Ctrl+Shift+W	Underline words but not spaces	Formatting
Ctrl+Arrows	Move to the next or previous word or paragraph	Navigation
Ctrl+PageUp	Go to the top of the previous page	Navigation
Ctrl+PageDown	Go to the top of the next page	Navigation
Ctrl+Home	Go to the beginning of the document	Navigation
Ctrl+End	Go to the end of the document	Navigation
Ctrl+Enter	Insert page break	Editing
Ctrl+Delete	Delete one word to the right	Editing
Ctrl+Backspace	Delete one word to the left	Editing
Ctrl+Tab	Insert a Tab character	Editing
Ctrl+Spacebar	Reset highlighted text to the default font	Formatting
Shift+Enter	Insert soft break instead of a new paragraph	Editing
Shift+Alt+D	Insert the current date	Editing
Shift+Alt+T	Insert the current time	Editing
F1	Help	Other
F4	Repeat last action	Editing
F5	Go to	Navigation
F7	Spell check	Editing
F12	Save as	Files and windows
Alt+F8	Macro dialog box	Other
Alt+F11	Launch Visual Basic Editor	Other
Ctrl+1	Single-space lines	Formatting
Ctrl+2	Double-space lines	Formatting

Microsoft Word Keyboard Shortcuts

Shortcut keys	Action	Category
Ctrl+5	1.5 space lines	Formatting
Ctrl+0	Add/remove one line space preceeding a paragraph	Formatting
Ctrl+Shift+*	Toggle non-printing characters	Other
Ctrl+Shift+>	Increase font size	Formatting
Ctrl+Shift+<	Decrease font size	Formatting
Ctrl+[Decrease size of selected text by one point	Formatting
Ctrl+]	Increase size of selected text by one point	Formatting
Alt or F10	Activate the ribbon menu	Other
Tab	Advance one tab break	Editing
Ctrl+Alt+c	Insert copyright symbol	Editing
Ctrl+Alt+r	Insert registered trademark symbol	Editing
Ctrl+Alt+t	Insert trademark symbol	Editing
Ctrl+/+c	Insert cent symbol	Editing
Ctrl+Alt+m	Insert a comment	Other
Ctrl+Alt+i	Toggle print preview	Other

Microsoft PowerPoint Keyboard Shortcuts

Shortcut keys	Action	Category
b	Toggle black screen in slideshow mode	Slideshow mode
n	Next slide in slideshow mode	Slideshow mode
p	Previous slide in slideshow mode	Slideshow mode
w	Toggle white screen in slideshow mode	Slideshow mode
=	Zoom into slide	Slideshow mode
Esc	End slideshow	Slideshow mode
Ctrl+a	Select all objects on slide, or all text in object	Editing
Ctrl+b	Bold	Formatting
Ctrl+c	Copy	Editing
Ctrl+d	Duplicate the selected object	Editing
Ctrl+e	Center align paragraph	Formatting
Ctrl+f	Find	Editing
Ctrl+g	Toggle guides	Other
Ctrl+h	Replace	Editing
Ctrl+i	Italic	Formatting
Ctrl+j	Justify align paragraph	Formatting
Ctrl+k	Insert hyperlink	Editing
Ctrl+l	Left align paragraph	Formatting
Ctrl+m	Insert new slide	Slides
Ctrl+n	New presentation	Files and windows
Ctrl+o	Open	Files and windows
Ctrl+p	Print	Other
Ctrl+q	Quit/exit PowerPoint	Files and windows
Ctrl+r	Right align paragraph	Formatting
Ctrl+s	Save	Files and windows
Ctrl+u	Underline	Formatting
Ctrl+v	Paste	Editing
Ctrl w	Close file	Files and windows
Ctrl+x	Cut	Editing
Ctrl+y	Repeat	Editing
Ctrl+z	Undo	Editing
F1	Help	Other
F2	Select all text	Editing
F7	Spell check	Editing
F12	Save as	Files and windows
Shift+F3	Toggle the case of text in the selected object through lower case, upper case, and proper case	Editing
Shift+F10	Display right-click menu	Other
Ctrl+F4	Close	Files and windows
Ctrl+F6	Activate next window	Files and windows
Shift+Ctrl+F6	Activate previous window	Files and windows
Alt+F11	Launch Visual Basic Editor	Other
Ctrl+Shift+F	Change the font	Formatting
Ctrl+Shift+G	Group	Structure
Ctrl+Shift+H	Ungroup	Structure
Ctrl+Shift+J	Regroup	Structure
Ctrl+Shift+M	Insert new slide and select first object	Slides
Ctrl+Shift+P	Change the font size	Formatting
Ctrl+Shift+>	Increase font size	Formatting
Ctrl+Shift+<	Decrease font size	Formatting
Alt+Ctrl+Shift+>	Superscript	Formatting
Alt+Ctrl+Shift+<	Subscript	Formatting
Ctrl+Arrows	Move to the next or previous word or paragraph or with object selected, move one pixel	Editing
Ctrl+PageUp	Go to the previous slide	Navigation
Ctrl+PageDown	Go to the next slide	Navigation
Ctrl+Home	Go to the beginning of the text block or if in slide mode, go to the first slide	Editing
Ctrl+End	Go to the end of the text block or if in slide mode, go to the last slide	Editing
Shift+Arrows	Select characters to left/right or through line above/below	Editing
Ctrl+Shift+Arrows	Select words to left/right or through line above/below	Editing
Alt or F10	Activate the ribbon menu	Other
Alt+F5	Un-maximize window	Files and windows
Alt+F10	Maximize window	Files and windows
Tab	Go to next object	Navigation
Shift+Tab	Go to previous object	Navigation

Microsoft PowerPoint Keyboard Shortcuts

Shortcut keys	Action	Category
Ctrl+Backspace	Delete word left	Editing
Ctrl+Delete	Delete word right	Editing

Microsoft Outlook Keyboard Shortcuts

Shortcut keys	Action	Category
Alt+-	Switch to full-week view	Navigation
Alt+=	Switch to month view	Navigation
Alt+c	Accept task request	Editing
Alt+d	Decline task request	Editing
Alt+F2	Show/hide the to-do bar	Files and windows
Alt+h	Go to home tab	Navigation
Alt+j	Move to subject field	Navigation
Alt+left arrow	Go to previous view in main Outlook window	Navigation
Alt+right arrow	Go to next view in main Outlook window	Navigation
Alt+s	Save and close	Files and windows
Alt+s	Send email	Files and windows
Ctrl+[Decrease font size	Formatting
Ctrl+[,] (comma)	Switch to previous message/appointment (with item open)	Navigation
Ctrl+[.] (period)	Switch to next message/appointment (with item open)	Navigation
Ctrl+]	Increase font size	Formatting
Ctrl+1	Switch to Email view	Navigation
Ctrl+2	Switch to Calendar view	Navigation
Ctrl+3	Switch to Contacts view	Navigation
Ctrl+4	Switch to Tasks view	Navigation
Ctrl+5	Switch to Notes view	Navigation
Ctrl+6	Switch to Folder list view	Navigation
Ctrl+a	Select all items in the window	Navigation
Ctrl+Alt+2	Switch to work week view	Navigation
Ctrl+Alt+j	Mark message as not junk	Editing
Ctrl+b	Bold selected text	Formatting
Ctrl+c	Copy selection	Formatting
Ctrl+d	Delete item	Editing
Ctrl+e	Center align selected text	Formatting
Ctrl+e	Find message/other item	Navigation
Ctrl+f	Forward item	Editing
Ctrl+g	Go to calendar date	Navigation
Ctrl+i	Italicize selected text	Formatting
Ctrl+k	Insert hyperlink	Formatting
Ctrl+l	Left align selected text	Formatting
Ctrl+p	Print	Files and windows
Ctrl+r	Right align selected text	Formatting
Ctrl+r	Reply to item	Editing
Ctrl+s	Save	Files and windows
Ctrl+Shift+A	Create appointment	Editing
Ctrl+Shift+B	Open the address book	Navigation
Ctrl+Shift+C	Create contact	Editing
Ctrl+Shift+E	Create folder	Editing
Ctrl+Shift+F	Advanced find	Navigation
Ctrl+Shift+G	Flag message	Editing
Ctrl+Shift+H	Create new Office document	Editing
Ctrl+Shift+I	Switch to inbox	Navigation
Ctrl+Shift+J	Create journal entry	Editing
Ctrl+Shift+K	Create task	Editing
Ctrl+Shift+L	Insert bulleted list	Formatting
Ctrl+Shift+L	Create distribution list	Editing
Ctrl+Shift+M	Create message	Editing
Ctrl+Shift+N	Create note	Editing
Ctrl+Shift+O	Switch to outbox	Navigation
Ctrl+Shift+P	Display the font format dialog box	Formatting
Ctrl+Shift+Q	Create meeting request	Editing
Ctrl+Shift+R	Reply all to item	Editing
Ctrl+Shift+V	Open move message dialog box	Navigation
Ctrl+u	Underline selected text	Formatting
Ctrl+u	Mark email as unread	Editing
Ctrl+v	Paste	Formatting
Ctrl+x	Cut selection	Formatting
Ctrl+y	Swith to different folder	Navigation
Ctrl+z	Undo	Editing

Microsoft Outlook Keyboard Shortcuts

Shortcut keys	Action	Category
Escape	Close an email	Files and windows
F1	Open help	Navigation
F12	Save as	Files and windows
F3	Find message/other item	Navigation
F4	Search for text within message	Navigation
F7	Check spelling	Editing
F9	Send/receive messages	Files and windows
Insert	Add email quick flag	Editing
Shift+F3	Switch text case (with selected text)	Formatting

Google Chrome Keyboard Shortcuts

Shortcut keys	Action	Category
Ctrl+n	Open a new window	Navigation
Ctrl+Shift+N	Open a new window in Incognito mode	Navigation
Ctrl+t	Open a new tab (and jump to it)	Navigation
Ctrl+Shift+T	Reopen previously closed tabs in the order they were closed	Navigation
Ctrl+Page Down	Jump to next open tab	Navigation
Ctrl+Tab	Jump to next open tab	Navigation
Ctrl+Page Up	Jump to previous open tab	Navigation
Ctrl+Shift+Tab	Jump to previous open tab	Navigation
Ctrl+1	Jump to a specific tab (Ctrl+1 to Ctrl+8)	Navigation
Ctrl+9	Jump to right-most tab	Navigation
Alt+Home	Open home page in current tab	Navigation
Alt+Left Arrow	Open previous history page in current tab	Navigation
Alt+Right Arrow	Open next history page in current tab	Navigation
Ctrl+w	Close the current tab	Navigation
Ctrl+F4	Close the current tab	Navigation
Ctrl+Shift+W	Close the current window	Navigation
Alt+F4	Close the current window	Navigation
Alt+f-x	Quit Google Chrome	Navigation
Shift+Alt+t	Focus on the first item in the Chrome toolbar	Navigation
F10	Focus on the right-most item in the Chrome toolbar	Navigation
Space	Scroll down the page, one screen at a time	Navigation
Page Down	Scroll down the page, one screen at a time	Navigation
Shift+Space	Scroll up the page, one screen at a time	Navigation
Page Up	Scroll up the page, one screen at a time	Navigation
Home	Go to the top of the page	Navigation
End	Go to the bottom of the page	Navigation
Shift+Mouse Wheel	Scroll horizontally on the page	Navigation
Ctrl+Left Arrow	Move your cursor to the beginning of the previous word in a text field	Navigation
Ctrl+Right Arrow	Move your cursor to the beginning of the next word in a text field	Navigation
[entry]+Ctrl+Enter	Add www. and .com to a site name and open in the current tab	Address bar
[entry]+Ctrl+Shift+Enter	Add www. and .com to a site name and open in a new current tab	Address bar
[entry]+Alt+Enter	Open a new tab and perform a Google search	Address bar
Ctrl+i	Jump to the address bar	Address bar
Alt+d	Jump to the address bar	Address bar
F6	Jump to the address bar	Address bar
Ctrl+k	Search from anywhere on the page	Address bar
Ctrl+e	Search from anywhere on the page	Address bar
Shift+Delete	Remove predictions from address bar (highlight the item to delete with arrow keys)	Address bar
Ctrl+F5	Move cursor to the address bar	Address bar
Ctrl+Shift+Page Up	Move tabs to the right	Action
Ctrl+Shift+Page Down	Move tabs to the left	Action
Alt+f	Open the Chrome action menu	Action
Alt+e	Open the Chrome action menu	Action
Ctrl+Shift+B	Toggle showing the Bookmarks bar	Action
Ctrl+Shift+O	Open the Bookmarks Manager	Action
Ctrl+h	Open the History page in a new tab	Action
Ctrl+j	Open the Downloads page in a new tab	Action
Shift+Esc	Open the Chrome Task Manager	Action
F6	Switch focus to unfocused dialog (if showing) and all toolbars	Action
Ctrl+f	Open the find bar for the current tab	Action
F3	Open the find bar for the current tab	Action
Ctrl+g	Jump to the next match in your Find Bar search	Action
Ctrl+Shift+G	Jump to the previous match in your Find Bar search	Action
Ctrl+Shift+J	Open Developer Tools	Action
F12	Open Developer Tools	Action
Ctrl+Shift+Delete	Open the Clear Browsing Data options	Action
F1	Open the Chrome Help Center in a new tab	Action
Ctrl+Shift+M	Log in as a different user or guest	Action
Alt+Shift+I	Open a feedback form	Action
F7	Turn on caret browsing	Action
Ctrl+F6	Skip to web contents	Action
Alt+Shift+A	Focus on inactive dialogs	Action
Ctrl+p	Open options to print the current page	Action

Google Chrome Keyboard Shortcuts

Shortcut keys	Action	Category
Ctrl+s	Open options to save the current page	Action
F5	Reload the current page	Action
Ctrl+r	Reload the current page	Action
Shift+F5	Reload the current page, ignoring cached content	Action
Ctrl+Shift+R	Reload the current page, ignoring cached content	Action
Esc	Stop the page from loading	Action
Tab	Browse clickable items (forward)	Action
Shift+Tab	Browse clickable items (backward)	Action
Ctrl+o	Open a file from your computer within Chrome	Action
Ctrl+u	Display non-editable HTML source code for the current page	Action
Ctrl+d	Save the current page as a bookmark	Action
Ctrl+Shift+D	Save all open tabs as bookmarks in a new folder	Action
F11	Toggle full-screen mode	Action
Ctrl++	Make everything on the page bigger	Action
Ctrl--	Make everything on the page smaller	Action
Ctrl+0	Make everything on the page its default size	Action
Ctrl+Backspace	Delete the previous word in a text field	Action
Alt+Space-n	Minimize the current window (Alt+Space then n)	View
Alt+Space-x	Maximize the current window (Alt+Space then x)	View

Windows File Explorer Keyboard Shortcuts

Shortcut keys	Action	Category
Windows+e	Open file explorer	Navigation
Shift+Tab	Toggle between side window and main window	Navigation
Ctrl+Tab	Move to next file explorer tab to the right	Navigation
Ctrl+Shift+Tab	Move to next file explorer tab to the left	Navigation
Ctrl+t	Open new file explorer tab	Navigation
Ctrl+n	Open separate window (same folder)	Navigation
Menu-b	Open separate tab (same folder)	Navigation
Ctrl+w	Close selected tab/window	Navigation
Ctrl+Shift+N	Create new folder in current window	Editing
Alt+Up Arrow	Move to parent folder	Navigation
Alt+Left Arrow	Move to previous folder viewed	Navigation
Alt+Right Arrow	Move to next folder viewed	Navigation
F2 / Tab	F2: Rename folder/file; Tab: rename next folder/file	Editing
F5	Refresh the folder contents	Editing
Ctrl+l	Select address bar text	Navigation
Ctrl+f	Search the folder and child folders	Navigation
Ctrl+Shift+6	Toggle folder view to details	Views
Ctrl+Shift+2	Toggle folder view to large icons	Views
Ctrl+Shift+1	Toggle folder view to extra large icons	Views
Ctrl+Shift+3	Toggle folder view to medium icons	Views
Ctrl+Shift+4	Toggle folder view to small icons	Views
Ctrl+Shift+5	Toggle folder view to list	Views
Ctrl+Shift+7	Toggle folder view to tiles	Views
Ctrl+Shift+8	Toggle folder view to content	Views