

Keyboard Shortcuts

General Keyboard Shortcuts	
Key Combination	Action
Home	Go to beginning of line
End	Go to end of line
F1	Help
Page up	Move one page up
Page Down	Move one page down
Space bar (on internet)	Move one page down
Ctrl C Or Ctrl Ins	Copy Selected Text
Ctrl X or Alt Del	Cut Selected Text
Ctrl V Or Shift Ins	Paste Selected Text
Ctrl P	Print
Ctrl Z	Undo any change.
Ctrl Y	Redo the undo
Ctrl + F	Open the Find in any program.
Ctrl End	Go to end of document
Ctrl Home	Go to beginning of document
Ctrl Tab	Switch between tabs in a program
Ctrl Backspace	Delete a full word at a time
Ctrl S	Save
Ctrl Esc	Display the start menu
Alt F	File Menu or MS Button
Alt + Tab or Alt + Esc	Move between open application
Alt Space bar	Control menu to maximize, minimize, close etc.
Alt F4	Closes Open Window
Shift Home	Selects from current position to beginning of line.
Shift End	Selects from current position to end of line.
Shift Alt Tab	Move backwards between applications
Shift Ctrl Tab	Move backwards between tabs
Shift Space bar (on internet)	Move one page up

Keyboard Shortcuts

Microsoft Word Shortcuts	
Keyboard Combination	Action
F7	Checking spelling
Ctrl Left arrow	Moves one word to the left at a time.
Ctrl Right arrow	Moves one word to the right at a time.
Shift Left arrow	Select 1 letter left at a time
Shift Right arrow	Select 1 letter right at a time
Ctrl Shift left arrow	Select 1 word left at a time
Ctrl Shift right arrow	Select 1 word right at a time
Ctrl B	Bold selected text
Ctrl H	Find and replace text
Ctrl G	Go to a page, line or bookmark
Ctrl I	Italicise selected text
Ctrl K	Insert Hyperlink
Ctrl Shift =	Superscript
Ctrl =	Subscript
Ctrl E	Centre selected text
Ctrl L	Left Align selected text
Ctrl R	Right Align selected text
Ctrl J	Justify selected Text
Ctrl Shift <	Decrease font size of selected text
Ctrl Shift >	Increase font size of selected text
Ctrl Shift F	Change font of selected text
Ctrl Enter	Insert Page Break
Ctrl N	New Document
Ctrl O	Open Document
Ctrl W	Close Document
Alt Ctrl I	Print Preview
Shift Arrow	Resize a selected shape

Keyboard Shortcuts

Microsoft Excel Shortcuts	
Keyboard Combination	Action
Ctrl N	Open a new workbook
Tab Or Right Arrow	Move left to right, cell by cell
Shift Tab Or Left Arrow	Move right to left, cell by cell
Enter Or Down Arrow	Move down, cell by cell
Shift Enter Or Up Arrow	Move up, cell by cell
Ctrl Shift Down Arrow	Move down to the last non empty cell
Ctrl Shift Up Arrow	Move up to the first non empty cell
Ctrl Shift Right Arrow	Move to the last non empty cell to the right
Ctrl Shift left Arrow	Move to the last non empty cell to the left
Alt Enter	Insert a 'return' within a cell
Home	Move to beginning of row
Ctrl Page down	Move to next Worksheet
Ctrl Page Up	Move to previous Worksheet
Ctrl ;	Enter the date
Ctrl :	Enter the time
Ctrl 1	Display Format Cells dialog box
Ctrl Shift ~	Apply General Number format to cell
Ctrl Shift \$	Apply Currency Number format to cell
Ctrl Shift %	Apply Percentage Number format to cell
Ctrl Shift &	Apply border to a cell
Ctrl Shift _	Remove Border
Ctrl 0	Hide selected columns
Ctrl 9	Hide Selected Rows
Ctrl Shift (Unhide hidden rows within a selection