

Microsoft Office Keyboard Shortcuts

MICROSOFT OFFICE KEYBOARD SHORTCUTS

Description	Windows PC	Macintosh
Copy	Ctrl + C	⌘ + C
Cut	Ctrl + X	⌘ + X
Paste	Ctrl + V	⌘ + V
Switch between windows in same application	Ctrl + Tab	⌘ + `
Underline	Ctrl + U	⌘ + U
Bold	Ctrl + B	⌘ + B
Italics	Ctrl + I	⌘ + I
Select one character (to right of cursor)	Shift + →	Shift + →
Select one word (to right of cursor)	Shift + Ctrl+ →	Shift + Option + →
Save	Ctrl + S	⌘ + S
Save As	F12	⌘ + Shift + S
Undo	Ctrl + Z	⌘ + Z
Repeat	Ctrl + Y	⌘ + Y
Select All	Ctrl + A	⌘ + A
New document	Ctrl + N	⌘ + N
Close window	Ctrl + W	⌘ + W
Minimize window	Option + M	⌘ + M
Backspace	Backspace	Delete
Delete	Delete	fn + delete
Exit application	Alt + F4	⌘ + Q
Open	Ctrl + O	⌘ + O
Insert hyperlink	Ctrl + K	⌘ + K

MICROSOFT WORD KEYBOARD SHORTCUTS

Description	Windows PC	Macintosh
Increase font size	Ctrl + Shift + >	⌘ +]
Decrease font size	Ctrl + Shift + <	⌘ + [
Double space selection	Ctrl + 2	⌘ + 2
Single space selection	Ctrl + 1	⌘ + 1
1.5 space selection	Ctrl + 5	⌘ + 5
Insert page break	Ctrl + Enter	Shift + fn + return
Format font	Ctrl + Shift + F	⌘ + D
Format paragraph	Ctrl + D	⌘ + option + M
Thesaurus	Shift + F7	⌘ + option + control
Small Caps	Ctrl + Shift + K	⌘ + Shift + K
Left align selection	Ctrl + L	⌘ + L
Right align selection	Ctrl + R	⌘ + R
Center align selection	Ctrl + E	⌘ + E

MICROSOFT EXCEL KEYBOARD SHORTCUTS

Description	Windows PC	Macintosh
Format cells	Ctrl + 1	⌘ + 1
Select row	Shift + spacebar	Shift + spacebar
Select column	Control + spacebar	Control + spacebar
AutoSum	Alt + =	⌘ + Shift + T
Hide row	Ctrl + 9	Control + 9
Hide column	Ctrl + 0	Control + 0
Unhide row	Ctrl + Shift + (Control + Shift + (
Unhide column	Ctrl + Shift +)	Control + Shift +)
Copy above formula into cell	Ctrl + `	Control + `
Apply percentage format	Ctrl + Shift + %	Control + Shift + %

MICROSOFT OUTLOOK KEYBOARD SHORTCUTS

Description	Windows PC	Macintosh
Go to mail view	Ctrl + 1	⌘ + 1
Go to calendar view	Ctrl + 2	⌘ + 2
Go to contacts view	Ctrl + 3	⌘ + 3
Go to tasks view	Ctrl + 4	⌘ + 4
Go to notes view	Ctrl + 5	⌘ + 5
Send open message	Alt + S	⌘ + return
Move message to folder	Ctrl + Shift + V	⌘ + Shift + M
Reply	Ctrl + R	⌘ + R
Reply to all	Ctrl + Shift + R	⌘ + Shift + R
Forward message	Ctrl + F	⌘ + J