

Ctrl + A	Select all	Ctrl + T	Hanging indent
Ctrl + B	Bold font	Ctrl + U	Underline
Ctrl + C	Copy	Ctrl + V	Paste
Ctrl + D	Change font	Ctrl + W	Closes file
Ctrl + E	Center alignment	Ctrl + X	Cut
Ctrl + F	Find	Ctrl + Y	Redo
Ctrl + G	Go to	Ctrl + Z	Undo
Ctrl + H	Replace	Ctrl + 1	Single space
Ctrl + I	Italic font	Ctrl + 2	Double space
Ctrl + J	Justify	Ctrl + 5	1.5 line space
Ctrl + K	Insert hyperlink	Ctrl + [Decrease font
Ctrl + L	Left alignment	Ctrl +]	Increase font
Ctrl + M	Tab 5 spaces	Ctrl + Esc	Windows menu
Ctrl + N	New document	Ctrl + Enter	Page break
Ctrl + O	Open file	Ctrl + Space Bar	Select an Excel column
Ctrl + P	Print	Ctrl + Home	Top
Ctrl + R	Right alignment	Ctrl + End	Bottom
Ctrl + S	Save	Ctrl + Shift + Arrow	Select word
Ctrl + S/	Save as	Ctrl + F2	Print preview

Alt + Esc	Cycles through open programs
Alt + Tab	Cycles through open applications
Alt + Spacebar	Control menu (maximize, minimize, close, etc)
Alt + Hyphen	Opens the window's control menu
Alt + F4	Closes an open window
Alt + Left/Right arrow	Back/forward on web

Shift + Tab	Moves cursor backward
Shift + Page up	Highlights cursor position to the beginning of the line
Shift + Page down	Highlights cursor position to the end of the line
Shift + F7	Thesaurus
F1	Help
F5	Find and replace
F7	Spell/grammar check
Windows Key	Start menu
Windows Key + D	Go to Desktop
Shortcut Key	Shortcut menu

Custom Keyboard Shortcuts can be created by going to: Tools > Customize > Keyboard