

Keyboard Shortcuts for Microsoft Office Applications



<u>Action</u>	<u>Shortcut Keys</u>
Repeat your last action	F4 or CTRL+Y
Find	CTRL+F
Replace	CTRL+H
Go to page, section, line, etc.	CTRL+G
Delete a word	CTRL+BACKSPACE
Change case	SHIFT+F3
Bold	CTRL+B
Italicize	CTRL+I
Go to the beginning of the document	CTRL+HOME
Go to the end of the document	CTRL+END
Select to the beginning of the document	CTRL+SHIFT+HOME
Select to the end of the document	CTRL+SHIFT+END
Insert a hyperlink	CTRL+K
Select all	CTRL+A
Cut	CTRL+ X
Copy	CTRL+C
Paste	CTRL+V
Undo	CTRL+Z
Save	CTRL+S
Print	CTRL+P
Open	CTRL+O

NOTE: These shortcuts will work in most Office applications. Using the Office Assistant, search for shortcuts. Your query will lead you to shortcut resources. See: <http://www.microsoft.com/enable/products/keyboard.aspx>