



MS OFFICE SHORTCUT KEYS

MS WORD

ACTION	SHORTCUT KEY
New Document	Ctrl + N
Open Document	Ctrl + O
Save Document	Ctrl + S
Save As	F12
Print	Ctrl + P
Print Preview	Ctrl + Alt + I
Undo	Ctrl + Z
Redo	Ctrl + V
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Find	Ctrl + F
Replace	Ctrl + H
Select All	Ctrl + A
Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Left Align	Ctrl + L
Center Align	Ctrl + E
Right Align	Ctrl + R
Justify	Ctrl + J
Line Spacing	Ctrl + 1 / Ctrl + 2 / Ctrl + 5
Increase Font Size	Ctrl +]
Decrease Font Size	Ctrl + [
Insert Hyperlink	Ctrl + K
Insert Table	Ctrl + T
Bullets	Ctrl + Shift + L
Numbering	Ctrl + Shift + 7
Page Break	Ctrl + Enter
Word Count	Ctrl + Shift + G
Close Document	Ctrl + W
Exit Word	Alt + F4

MS EXCEL

ACTION	SHORTCUT KEY
Copilot	Ctrl + ,
Convert Auto-Detected Range to Data Types	Alt + Shift + F3
Open Context Menu	Shift + F10
Open Shortcuts Dialogue	Ctrl + /
Read Column Header	Ctrl + Alt + Shift + H
Read Row Header	Ctrl + Alt + Shift + T
Read Column from Active Cell	Ctrl + Alt + Shift + Page Down
Read Column Until Active Cell	Ctrl + Alt + Shift + Page Up
Read Row from Active Cell	Ctrl + Alt + Shift + End
Read Row Until Active Cell	Ctrl + Alt + Shift + Home
Extend Selection Right One Screen	Alt + Shift + Page Down
Add Non-Adjacent Cell/Range to Selection	Shift + F8
Extend Selection to Last Non-Blank Cell	Ctrl + Shift + Arrow Key
Select Visible Cells in Selection	Alt + ;
Show Formulas / Formula Results	Ctrl + `
Reapply Filter	Ctrl + Alt + L
Show / Hide Ribbon	Ctrl + F1
Unhide Rows	Ctrl + Shift + 9
Unhide Columns	Ctrl + Shift + 0
Turn On Filtering	Ctrl + Shift + L
Delete Cells / Rows / Columns	Ctrl + Shift + -
Insert Cells / Rows / Columns	Ctrl + Shift + =
Expand / Collapse Formula Bar	Ctrl + Shift + U
Toggle Full Screen	Ctrl + F11
Zoom 100%	Ctrl + Alt + 0
Hide Rows	Ctrl + 9
Hide Columns	Ctrl + 0
Zoom In	Ctrl + Alt + =
Zoom Out	Ctrl + Alt + -
Collapse Group Cells (Hide Detail)	Alt + Shift + -
Expand Group Cells (Show Detail)	Alt + Shift + =
Show Linked Data Type Card	Ctrl + Shift + FS
Show Error Card	Ctrl + Alt + Shift + F10

MS POWERPOINT

ACTION	SHORTCUT KEY
New Presentation	Ctrl + N
Open Presentation	Ctrl + O
Save Presentation	Ctrl + S
Save As	F12
Print	Ctrl + P
Start From Beginning	FS
Start From Current Slide	Shift + FS
Insert New Slide	Ctrl + M
Duplicate Slide	Ctrl + D
Delete Slide	Delete
Undo	Ctrl + Z
Redo	Ctrl + Y
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Format Painter	Ctrl + Shift + C / Ctrl + Shift + V
Font Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Align Center	Ctrl + E
Align Left	Ctrl + L
Align Right	Ctrl + R
Insert Text Box	Alt + N, X
Insert Picture	Alt + N, P
Insert Shape	Alt + N, S
Insert Table	Alt + N, T
Zoom In	Alt + +
Zoom Out	Ctrl + -
Hide / Show Ribbon	Ctrl + F1
Close Presentation	Ctrl + W
Exit PowerPoint	Alt + F4



VS COMPUTER EDUCATIONAL

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Address :- Khakhapur Chauraha, Near To Power House, kahla Raniganj, Pratapgarh



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Select All Text / Object



Select All Cells/Content



Select All Content/ Slides



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Select All Text / Object

Select All Cells/Content

Select All Content/ Slides



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Bold Selected Text



Bold Selected Text



Bold Selected Text



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Copy Selected Object/Text



Copy Selected Range/Object



Copy Selected Object/Text



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Font Dialog Box / Duplicate
Object



Fill Down in Selected Range



Duplicate Selected Object



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Center Align to Selected Text



Flash Fill (MAGIC) Shortcut



Center Align to Selected Text



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Find Word in Document



Find Word in Sheets



Find Word in Slides



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GoTo on Specific Page



GoTo on Specific Cell



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Replace Text From Document



Replace Text From Sheet



Replace Text From Slide



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Italic – Make Selected Text to italic



Italic – Make Selected Text to italic



Italic – Make Selected Text to italic



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Justify – Align Text to Justify



.....



Justify – Align Text to Justify



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Hyperlink – Add Hyperlink



Hyperlink – Add Hyperlink



Hyperlink – Add Hyperlink



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Left Alignment to Selected Text



Insert Table / Create Table



Left Alignment to Selected Text



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Increase Indent



.....



Insert New Blank Slide



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New Document



New Workbook



New Presentation



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Open Document



Open Workbook



Open Presentation



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Print Document



Print Workbook





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Right Align to Selected text



Fill Right



Right Align to Selected text



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Save Document



Save Workbook



Save Presentation



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Move Tab



Insert / Create Table



Font Dialog box for selected Text



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Underlined Selected Text



Underlined Selected Text



Underlined Selected Text



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Paste Copied/Cut text



Paste Copied/Cut Cells



Paste Copied/Cut text



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Close Document



Close Workbook



Close Presentation



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Cut Selected text/Object



Cut Selected Range/Object



Cut Selected Text/Object



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Redo the undo action



Redo the undo action



Redo the undo action



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One step back



One step back



One step back