Microsoft Windows Shortcut Keys and Description

Shortcut Keys	Description
Win + R	Run
Win + E	My Computer
Win + D	Desktop
Win + F , (F3)	Search
Win + L	Log Off
Win + F1	Help
Win + PAUSE BREAK	System Properties
Alt + SPACE + R	Restore
Alt + SPACE + N	Minimize
Alt + SPACE + X	Maximize
Alt + SPACE + C	Close
Alt + SPACE + M	Move
Alt + SPACE + S	Size
Alt + F4	Close
Esc	Cancel
F5	Refresh
Shift + Delete	Delete without moving Recycle Bin
F2	Rename the selected item
Alt + Enter	Display properties for the selected item
Alt + F4	Exit the active program
Shift + F10	Display the right-click menu for the selected item

Microsoft Word Shortcut Keys and Description

Shortcut Keys	Description
CTRL + A	Select All
CTRL + B	Selected Text Bold
CTRL + C	Selected Text Copy
CTRL + D	Open Font Dialog box
CTRL + E	Center Alignment
CTRL + F	Find
CTRL + G	Go to
CTRL + H	Replace
CTRL + I	Selected Text Italic
CTRL + J	Justify Alignment
CTRL + K	Insert Hyperlink
CTRL + L	Left Alignment
CTRL + M	Left Indent the Hanging
CTRL + N	Blank New Document
CTRL + O	Open
CTRL + P	Print
CTRL + R	Right Alignment
CTRL + S	Save
CTRL + T	Paragraphs Hanging Indent
CTRL + U	Underline
CTRL + V	Paste
CTRL + W (Ctrl+F4)	Close The Window
CTRL + X	Cut
CTRL + Y	Redo
CTRL + Z	Undo
CTRL + 1	Single Line Space
CTRL + 2	Double Line Space
CTRL + 5	1.5 Line Space

Microsoft Word

F1	Help
F4	Repeat the last action
F5	Find , Replace, Go to
F7	Spelling and Grammar
F12	Save As
Ctrl + Shift + A	UPPER CASE
Ctrl + Shift + K	lower case
Ctrl + Shift + C	Copy formatting only
Ctrl + Shift + V	Paste formatting only
Ctrl + Shift + N	Clear All Formatting
Ctrl + Space	Clear All Formatting
Ctrl + Shift + G	Word Count
Ctrl + Shift + W	Underline words but not spaces
Ctrl + Shift + D	Double-underline
Ctrl + Shift + H	Hidden text formatting
Ctrl + Shift + T	Reduce a left hanging indent
CTRL + Shift + L	Quickly create a bullet point
CTRL + Shift + F	Quickly changed the font
CTRL + Shift + P	Quickly changed the font size
CTRL + Shift + >	Increase font size 2pt (Up to 12pt)
CTRL + Shift + <	Decrease font size 2pt (Up to 12pt)
CTRL +]	Increase font 1pt
CTRL + [	Decrease font 1pt
CTRL + Home	Cursor to the beginning of the document
CTRL + End	Cursor to the End of the document
CTRL + Backspace	To delete the word to the Left of the cursor
CTRL + Delete	To delete the word to the Right of the cursor

Microsoft Word

Alt + Ctrl + I (Ctrl+F2)	Print preview
Alt + Ctrl + M	Insert a comment
Alt + Ctrl + N	Switch to Draft (Normal) view
Alt + Ctrl + V	Paste special
Alt + Ctrl + Z	Switch between the last four places that you have edited
Alt + Shift + D	Insert current date
Alt + Shift + T	Inert current time
Ctrl + F10	Maximize and Restore program window
Ctrl + Shift + =	Superscript
Ctrl + =	Subscript

Keyboard Symbol

+	Plus	**"**	Double Quote
-	Minus	**&**	Ampersand
*	Asterisk	**#**	Hash
/	Slash	**$**	Dollar
****	Back slash	**^**	Caret
%	Percent	**<**	Lesser than
|	Vertical bar	**>**	Greater than
~	Tilde	**=**	Equal to
?	Question mark	**(**	Open Parenthesis
!	Exclamation mark	**)**	Close Parenthesis
,	Comma	**[**	Open bracket
.	Full stop	**]**	Close bracket
;	Semicolon	**{**	Open Set bracket
:	Colon	**}**	Close Set bracket
'	Apostrophe	**_**	Underscore

Microsoft Excel Shortcut Keys and Description

Shortcut Keys	Description
CTRL + D	Fill down
CTRL + R	Fill to the right
F2	Edit the active cell
CTRL + F3	Define a name
CTRL + 1	Format Cells Dialog box
CTRL + F5	Restore the active workbook window
CTRL + F6	Switch to the next workbook window
CTRL + F9	Minimize the workbook
CTRL + F10	Maximize or restore the workbook
SHIFT + ENTER	Move up in the selection
ALT + ENTER	Start a new line in the same cell
SHIFT + F2	Edit a cell comment
CTRL + ;	Insert current date
CTRL + SHIFT + ;	Inert current time
Ctrl + Space	Select the entire column
Shift + Space	Select the entire row
Ctrl + Shift + Space	Select the entire worksheet
Ctrl + -	Delete the selected cells
Ctrl + Shift + ~	Apply the General number format
Ctrl + Shift + $	Apply to the Currency format
Ctrl + Shift + %	Apply to the Percentage format
Ctrl + Shift + ^	Exponential number format
Ctrl + Shift + #	Apply the Date format
Ctrl + Shift + @	Apply the Time format
Ctrl + 9	Hide the selected rows
Ctrl + 0	Hide the selected columns
Ctrl + Shift + (	Unhide any hidden rows
Ctrl + Shift +)	Unhide any hidden columns
Ctrl + Shift + &	Apply the outline border
Ctrl + Shift + _	Remove the outline border