



Microsoft keyboard shortcuts

CTRL +N	New
CTRL +O	Open
CTRL +W	Close
CTRL + Home	Go to top of document
CTRL + End	Go to bottom of document
CTRL +P	Print
CTRL +S	Save
F12	Save as
F4	Repeat last action
CTRL +X	Cut
CTRL +C	Copy
CTRL +V	Paste
CTRL +B	Bold
CTRL +U	Underline
CTRL +I	Italics
CTRL +L	Left align (not in Excel)
CTRL +R	Right align (not in Excel)
CTRL +E	Centralise text (not in Excel)
CTRL +J	Justify text (not in Excel)
CTRL +A	Select all
CTRL +G	Go to
CTRL +D	Font dialogue box
CTRL +F	Find
CTRL +H	Replace
CTRL +K	Insert hyperlink (not in Outlook)
CTRL +K	OUTLOOK: Checks a name
CTRL +M	Jumps to next tab (Excel)
CTRL +Y	redo
CTRL +Z	undo
Ctrl, alt, del	Locks PC, access task manager
CTRL + ENTER	Insert a page break
F7	spellcheck
F1	help
ALT and tab	Toggles through open apps
F11	Creates a chart in Excel
F4	Inserts dollar signs in Excel
CTRL +1	Opens format cells dialogue box

Most of these work in all Microsoft products. There really are very many more of these, but here we've listed our favourites. Let us know if there are any other good ones that you use!

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