

MS WORD Shortcut Key

KEY	USE
Ctrl + A	Select all
Ctrl + B	Bold
Ctrl+ D	Default font set
Ctrl + E	Center
Ctrl + F	Find
Ctrl + G	GO to
Ctrl + H	Replace
Ctrl + I	Italic
Ctrl + J	Justify
Ctrl + K	Hyperlink
Ctrl + L	Align text left
Ctrl + M	Indent
Ctrl + N	New document
Ctrl + O	Open
Ctrl + P	Print
Ctrl + R	Align text Right
Ctrl + T	Left Indent
Ctrl + S	Save
Ctrl + U	Underline

Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Y	Repeat/redo
Ctrl + Z	Undo
Ctrl + 1	Single space lines
Ctrl + 2	Double space lines
Ctrl + 5	1.5 lines spacing
Ctrl + [Decrease font size by 1
Ctrl +]	Increase font size by 1
Ctrl + =	Apply subscript formatting
Ctrl + Shift + =	Apply super subscript formatting
Ctrl + F4	Close the active window
Ctrl + End	Go to page last
Ctrl + </>	Decrease / Increase font size

MS Excel Shortcut Key

KEY	USE
Ctrl + N	Create a new workbook
Ctrl + O	Open an existing workbook
Ctrl + S	Save the active work book
Ctrl + P	Print the active sheet/ workbook

Ctrl + Z	Undo the last section
Ctrl + Y	Redo the last section
Ctrl + x	Cut the selected cell or data
Ctrl + V	Past the cut or copies cell or data
Ctrl + F	Open the find dialog box for search data
Ctrl + H	Open the Replace dialog box
Ctrl + B	Bold formatting to selected cell
Ctrl + I	Apply the italic formatting
Ctrl + U	Underline formatting
Ctrl + A	Select all cell in active work sheet
Ctrl + F2	Open the print preview window
Ctrl + F4	Close the active window
Ctrl + F9	Minimize the active workbook window
Ctrl + F10	Maximize the active workbook window
Ctrl + Tab	Switch between open workbook
	Daily use Shortcut Keys

Key	USE
Ctrl + C	Copy selected text or file
Ctrl + X	Cut Selected text or file
Ctrl + V	Paste Copies text or file

Ctrl + Z

Undo Lat section

Ctrl + Y

Redo last undone action

Ctrl + S

Save the current document or file

Ctrl + P

Print current document or file