#### PREPARED BY: USMAN GHANT

## Microsoft office shortcut keys

ACTION KEYSTROKE

OPEN A FILE CTRL+ O

NEW FILE CTRL+ N

CLOSE A FILE CTRL+ W

SAVE AS F12

SAVE CTRL+ S, SHIFT+ F12

PRINT PREVIEW CTRL+ F2

PRINT CTRL+ P

SHOW/HIDE PARA GRAPH SYMBOL CTRL+ \*

SPELLING/GRAMMAR F7

HELP F1

FIND CTRL+ F

UPPERCASE/LOWER CASE CTRL+ (+)

REPLACE CTRL+ H

GO TO CTRL+ G

SELECT ALL CTRL+ A

START OF LINE HOME

END OF LINE END

CURSOR TO START SHIFT+ HOME

CURSOR TO END. SHIFT+ END

BEGINNING OF LINE CTRL+ HOME

END OF LINE CTRL+ END

# **Microsoft Office Short Keys Study Guide**

**Daniel John Stine** 

## **Microsoft Office Short Keys Study Guide:**

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