

# Microsoft Word 2003 Keyboard Shortcuts

## Selecting Text

To Extend a Selection:  
 One character to the right  
 One character to the left  
 To the end of a word  
 To the beginning of a word  
 To the end of a line  
 To the beginning of a line  
 One line down  
 One line up  
 To the end of a paragraph  
 To the beginning of a paragraph  
 One screen down  
 One screen up  
 end of a document  
 beginning of a document  
 Select Entire document  
 a vertical block of text  
 a specific location in a document  
 Select the nearest character  
 Extend a selection  
 Reduce the size of a selection

**SHIFT** →  
**SHIFT** ←  
**CTRL SHIFT** →  
**CTRL SHIFT** ←  
**SHIFT END**  
**SHIFT HOME**  
**SHIFT** ↓  
**SHIFT** ↑  
**CTRL SHIFT** ↓  
**CTRL SHIFT** ↑  
**SHIFT PAGE DOWN**  
**SHIFT PAGE UP**  
**CTRL SHIFT END**  
**CTRL SHIFT HOME**  
**CTRL A**  
**ALT Drag Mouse**  
**F8 arrow keys**  
**F8 character**

## File Management

New Document (normal template)  
 Open Existing Document  
 Save Document  
 Save Document As  
 Print Document  
 Print Preview  
 Spell Check Document  
 Thesaurus  
 Find  
 Replace  
 Create AutoText  
 Overtyping Mode  
 Help menu  
 What's This Help Tool  
 Redo  
 Repeat Last Command

**CTRL N**  
**CTRL O**  
**CTRL S**  
**F12**  
**CTRL P**  
**CTRL F2**  
**F7**  
**SHIFT F7**  
**CTRL F**  
**CTRL H**  
**ALT F3**  
**INSERT**  
**F1**  
**SHIFT F1**  
**ALT SHIFT BACKSPACE**  
**F4**

## Text Formatting

Change font  
 Change font size  
 Increase font size  
 Decrease font size  
 Increase the font size by 1 point  
 Decrease the font size by 1 point  
 Change Case  
 All Capitals  
 Bold  
 Underline  
 Underline Words Only  
 Double underline words  
 Hidden Text  
 Italicise  
 Small Capitals  
 Apply subscripts  
 Apply superscripts  
 Remove all formatting  
 (Return to Plain Text)  
 Toggle Show/Hide(¶) characters

**CTRL SHIFT F**  
**CTRL SHIFT P**  
**CTRL SHIFT >**  
**CTRL SHIFT <**  
**CTRL [**  
**CTRL ]**  
**SHIFT F3**  
**CTRL SHIFT A**  
**CTRL B**  
**CTRL U**  
**CTRL SHIFT W**  
**CTRL SHIFT D**  
**CTRL SHIFT H**  
**CTRL I**  
**CTRL SHIFT K**  
**CTRL =**  
**CTRL SHIFT =**  
**CTRL SHIFT Z**  
**CTRL SHIFT 8**

## Paragraph Formatting

Single Line Spacing  
 Double Line Spacing  
 1½ Line Spacing  
 Add/remove 1 line space before text

**CTRL 1**  
**CTRL 2**  
**CTRL 5**  
**CTRL 0 (zero)**

## Alignments And Indents

Center a paragraph  
 Justify a paragraph  
 Left-align a paragraph  
 Right-align a paragraph  
 Indent a paragraph from the left  
 Remove Left Indent  
 Create a hanging indent  
 Reduce a hanging indent  
 Remove paragraph formatting applied by using shortcut keys or menu commands  
 Apply a style name  
 Start AutoFormat  
 Apply the Normal style  
 Apply the Heading 1 style  
 Apply the Heading 2 style  
 Apply the Heading 3 style  
 Apply the List style

**CTRL E**  
**CTRL J**  
**CTRL L**  
**CTRL R**  
**CTRL M**  
**CTRL SHIFT M**  
**CTRL T**  
**CTRL SHIFT T**  
**CTRL Q**  
**CTRL SHIFT S**  
**CTRL K**  
**CTRL SHIFT N**  
**ALT CTRL 1**  
**ALT CTRL 2**  
**ALT CTRL 3**  
**CTRL SHIFT L**

## Inserting

A field  
 AutoText  
 A line break  
 A page break  
 A column break  
 An optional hyphen  
 A nonbreaking hyphen  
 A nonbreaking space

**CTRL F9**  
**AutoText entry name + F3**  
**SHIFT ENTER**  
**CTRL ENTER**  
**CTRL SHIFT ENTER**  
**CTRL HYPHEN**  
**CTRL SHIFT HYPHEN**  
**CTRL SHIFT SPACEBAR**

## Copying And Pasting

Copy text or graphics  
 Copy formatting  
 Copy Text  
 Move text or graphics  
 Paste text or graphics  
 Paste formatting

**CTRL C**  
**CTRL SHIFT C**  
**SHIFT F2**  
**F2**  
**CTRL V**  
**CTRL SHIFT V**

## Working In Tables

Move to Next cell in a row  
 Move to Previous cell in a row  
 Move to First cell in a row  
 Move to Top cell in a column  
 Move to Last cell in a row  
 Move to Last cell in a column  
 Move to Previous row  
 Move to Next row  
 To Insert new paragraphs into a cell  
 Insert a tab into a cell  
 Insert a new row at end of table  
 Select a column  
 Select entire table

**TAB**  
**SHIFT TAB**  
**ALT HOME**  
**ALT PAGE UP**  
**ALT END**  
**ALT PG DOWN**  
**↑**  
**↓**  
**ENTER**  
**CTRL TAB**  
**TAB in last cell**  
**ALT, left mouse**  
**ALT + 5 (numeric keypad)**

## Deletion Keys

Delete left of cursor  
 Delete word to left of cursor  
 Delete right of cursor  
 Delete word to right of cursor  
 Cut (delete) selected text  
 Undo the last action

**BACKSPACE**  
**CTRL BACKSPACE**  
**DELETE**  
**CTRL DELETE**  
**CTRL X**  
**CTRL Z**

## Working In Outlines

Promote a paragraph  
 Demote a paragraph  
 Demote to body text  
 Expand text under a heading  
 Collapse text under a heading  
 Show all text or headings  
 Display all text

**ALT SHIFT ←**  
**ALT SHIFT →**  
**CTRL SHIFT N**  
**ALT SHIFT +**  
**ALT SHIFT -**  
**ALT SHIFT A**  
**asterisk \* on Num Keypad**

## Merging

Preview a mail merge  
 Merge a document  
 Print the merged document  
 Edit a mail merge data source  
 Insert a merge field

**ALT SHIFT K**  
**ALT SHIFT N**  
**ALT SHIFT M**  
**ALT SHIFT E**  
**ALT SHIFT F**

## Navigating

One character to the left  
 One character to the right  
 One word to the left  
 One word to the right  
 One paragraph up  
 One paragraph down  
 To the previous frame or object  
 To the next frame or object  
 One column to the left (in a table)  
 One column to the right (in a table)  
 Up one line  
 Down one line  
 To the end of a line  
 To the beginning of a line  
 To the top of a screen  
 To the bottom of a screen  
 Up one screen  
 Down one screen  
 Down One Page  
 Up One Page  
 To the end of a document  
 To the beginning of a document  
 To a previous cursor position

**←**  
**→**  
**CTRL ←**  
**CTRL →**  
**CTRL ↑**  
**CTRL ↓**  
**ALT ↑**  
**ALT ↓**  
**CTRL ↑**  
**CTRL ↓**  
**↑**  
**↓**  
**END**  
**HOME**  
**ALT CTRL PAGE UP**  
**ALT CTRL PAGE DOWN**  
**PAGE UP**  
**PAGE DOWN**  
**CTRL PAGE DOWN**  
**CTRL PAGE UP**  
**CTRL END**  
**CTRL HOME**  
**SHIFT F5**

## Working With Fields

Insert DATE field  
 Insert PAGE field  
 Insert TIME field  
 Insert blank field  
 Update links in Word document  
 Update selected fields  
 Unlink a field  
 Switch between field code or result  
 Switch between all field codes or results  
 Perform field action  
 Go to the next field  
 Go to the previous field  
 Lock a field  
 Unlock a field

**ALT SHIFT D**  
**ALT SHIFT P**  
**ALT SHIFT T**  
**CTRL F9**  
**CTRL SHIFT F7**  
**F9**  
**CTRL SHIFT F9**  
**SHIFT F9**  
**ALT F9**  
**ALT SHIFT F9**  
**F11**  
**SHIFT F11**  
**CTRL F11**  
**CTRL SHIFT F11**



# Microsoft Excel 2003 Shortcut Keys

## General Shortcuts

New Workbook.....	CTRL N
Open Existing Workbook.....	CTRL O
Save Workbook.....	CTRL S
Save Workbook As.....	F12
Print Workbook.....	CTRL P
Print Preview.....	CTRL F2
Spell Check Workbook.....	F7
Excel Help menu.....	F1
What's This Help Tool.....	SHIFT F1

## Moving Around Shortcuts

Move to next cell down & accept data entry.....	ENTER
Move to prev cell up & accept data entry....	SHIFT ENTER
Move one cell right & accept data entry.....	TAB
Move one cell left & accept data entry.....	SHIFT TAB
Move one cell up, down, left, or right.....	←→↑↓
Move to edge of current data region.....	CTRL ←→↑↓
beginning of row.....	HOME
Beginning of worksheet.....	CTRL HOME
Last used cell on worksheet.....	CTRL END
Down one screen.....	PG DN
Up one screen.....	PG UP
One screen to right.....	ALT PG DN
One screen to left.....	ALT PG UP
Next sheet in workbook.....	CTRL PG DN
Previous sheet in workbook.....	CTRL PG UP
Move to next unlocked cell.....	TAB
Go To.....	F5
Find.....	SHIFT F5
Find Next.....	SHIFT F4

## Data Entry Shortcuts

Start a new line in the same cell.....	ALT ENTER
Enter Array Formula.....	CTRL SHIFT ENTER
Display the Formula Palette.....	CTRL A
Insert Function arguments.....	CTRL SHIFT A
Insert a hyperlink.....	CTRL K
Edit the active cell.....	F2
Paste Function.....	SHIFT F3
Calculate all workbooks.....	F9
Calculate active workbook.....	CTRL ALT F9
Calculate active worksheet.....	SHIFT F9
Start a formula.....	=
Insert AutoSum formula.....	ALT =
Enter date.....	CTRL ;
Enter time.....	CTRL SHIFT :
Cancel Data Entry.....	ESC
Fill down.....	CTRL D
Fill to the right.....	CTRL R
Fill range with current entry.....	CTRL ENTER
Copy.....	CTRL C
Copy formatting.....	CTRL SHIFT C
Copy value from cell above.....	CTRL SHIFT "
Paste Once.....	ENTER
Paste Multiple Times.....	CTRL V
Paste formatting only.....	CTRL SHIFT V
Cut.....	CTRL X
Clear cell Contents.....	DELETE
Delete Selection.....	CTRL HYPHEN
Insert Blank Cells.....	CTRL SHIFT +
Edit a cell comment.....	SHIFT F2
Paste Range Names.....	F3
Create Range Names.....	CTRL SHIFT F3
Define Range Name.....	CTRL F3
Delete selection.....	BACKSPACE or DELETE
Delete text to the end of the line.....	CTRL DELETE
Redo.....	ALT SHIFT BACKSPACE
Repeat Last Command.....	F4
Insert a new worksheet.....	SHIFT F11
Create a chart using selected range.....	F11
Group sheets.....	SHIFT CTRL PG DN or PG UP
Undo.....	CTRL Z

## Formatting Shortcuts

Style dialog box.....	ALT ' (apostrophe)
Format Cells dialog box.....	CTRL 1
General number format.....	CTRL SHIFT ~
Currency Format.....	CTRL SHIFT \$
Percentage Format.....	CTRL SHIFT %
Date Format.....	CTRL SHIFT #
Time Format.....	CTRL SHIFT @
Comma Format.....	CTRL SHIFT !
Apply the outline border.....	CTRL SHIFT &
Remove outline borders.....	CTRL SHIFT _
Bold.....	CTRL B
Italics.....	CTRL I
Underlining.....	CTRL U
Strikethrough.....	CTRL 5
Hide rows.....	CTRL 9
Unhide rows.....	CTRL SHIFT (
Hide columns.....	CTRL 0 (zero)
Unhide columns.....	CTRL SHIFT )
Toggle displaying values or formulas.....	CTRL `
Display the AutoComplete list.....	ALT↓

## Selecting Ranges

Select current region.....	CTRL SHIFT *
Extend selection one cell.....	SHIFT ←→↑↓
Extend selection to last used cell.....	CTRL SHIFT END
Select the entire column.....	CTRL SPACEBAR
Select the entire row.....	SHIFT SPACEBAR
Select the entire worksheet.....	CTRL A
Select all objects on sheet.....	CTRL SHIFT SPACEBAR
Select the current array.....	CTRL /
Select all cells with comments.....	CTRL SHIFT O
Select unmatching values.....	CTRL \
Select Direct Successors.....	CTRL [
Select all Successors.....	CTRL SHIFT {
Select Direct Predecessors.....	CTRL ]
Select all Predecessors.....	CTRL SHIFT }
Select visible cells in current selection.....	ALT ;



# PowerPoint 2003 Shortcut Keys

## Common Tasks

<b>F6</b>	Move clockwise among panes of normal view
<b>SHIFT+F6</b>	Move counter clockwise among panes of normal view
<b>CTRL+SHIFT+TAB</b>	Switch between <b>Slides</b> and <b>Outline</b> tabs of the Outline and Slides pane in normal view

## Create and edit presentations

<b>CTRL+N</b>	Create a new presentation
<b>CTRL+M</b>	Insert a new slide
<b>CTRL+D</b>	Make a copy of the selected slide
<b>CTRL+O</b>	Open a presentation
<b>CTRL+W</b>	Close a presentation
<b>CTRL+P</b>	Print a presentation
<b>CTRL+S</b>	Save a presentation
<b>F5</b>	Run a presentation
<b>ALT+F4</b>	Quit PowerPoint
<b>CTRL+F</b>	Find text
<b>CTRL+H</b>	Replace text
<b>CTRL+K</b>	Insert a hyperlink
<b>F7</b>	Check spelling
<b>ESC</b>	Cancel a menu or dialog box action
<b>CTRL+Z</b>	Undo an action
<b>CTRL+Y</b>	Redo or repeat an action

## Move around in and work on tables

<b>TAB</b>	Move to the next cell
<b>SHIFT+TAB</b>	Move to the preceding cell
<b>DOWN ARROW</b>	Move to the next row
<b>UP ARROW</b>	Move to the preceding row
<b>CTRL+TAB</b>	Insert a tab in a cell
<b>ENTER</b>	Start a new paragraph
<b>TAB in last row</b>	Add a new row at the bottom of the table

## Change or resize the font

<b>CTRL+SHIFT+F</b>	Change the font
<b>CTRL+SHIFT+P</b>	Change the font size
<b>CTRL+SHIFT+&gt;</b>	Increase the font size
<b>CTRL+SHIFT+&lt;</b>	Decrease the font size

## Apply character formats

<b>CTRL+T</b>	Change the formatting of characters
<b>SHIFT+F3</b>	Change the case of letters
<b>CTRL+SPACEBAR</b>	Remove manual character formatting

## Copy text formats

<b>CTRL+SHIFT+C</b>	Copy formats
<b>CTRL+SHIFT+V</b>	Paste formats

## Align paragraphs

<b>CTRL+E</b>	Center a paragraph
<b>CTRL+J</b>	Justify a paragraph
<b>CTRL+L</b>	Left align a paragraph
<b>CTRL+R</b>	Right align a paragraph

## Delete and copy text and objects

<b>CTRL+BACKSPACE</b>	Delete one word to the left
<b>CTRL+DELETE</b>	Delete one word to the right
<b>CTRL+D</b>	Duplicate object
<b>CTRL+X</b>	Cut selected object
<b>CTRL+C</b>	Copy selected object
<b>CTRL+V</b>	Paste cut or copied object
<b>CTRL+Z</b>	Undo the last action

## Move around in text

<b>LEFT ARROW</b>	One character to the left
<b>RIGHT ARROW</b>	One character to the right
<b>UP ARROW</b>	One line up
<b>DOWN ARROW</b>	One line down
<b>CTRL+LEFT ARROW</b>	One word to the left
<b>CTRL+RIGHT ARROW</b>	One word to the right
<b>END</b>	To the end of a line
<b>HOME</b>	To the beginning of a line
<b>CTRL+UP ARROW</b>	Up one paragraph
<b>CTRL+DOWN ARROW</b>	Down one paragraph
<b>CTRL+END</b>	To the end of a text box
<b>CTRL+HOME</b>	To the beginning of a text box
<b>CTRL+ENTER</b>	To the next title or body text placeholder or insert new slide.
<b>SHIFT+F4</b>	To repeat the last Find action

## Work in an outline

<b>SHIFT+TAB</b>	Promote a paragraph
<b>TAB</b>	Demote a paragraph
<b>ALT+SHIFT+UP ARROW</b>	Move selected paragraphs up
<b>ALT+SHIFT+DOWN ARROW</b>	Move selected paragraphs down
<b>ALT+SHIFT+1</b>	Show heading level 1
<b>ALT+SHIFT+PLUS SIGN</b>	Expand text below a heading
<b>ALT+SHIFT+MINUS SIGN</b>	Collapse text below a heading
<b>ALT+SHIFT+A</b>	Show all or collapse all text or headings
<b>SLASH (/) on the keypad</b>	Turn character formatting on or off
<b>Show or hide a grid or guides</b>	SHIFT+F9
<b>Show or hide the entire grid</b>	ALT+F9
<b>Show or hide guides</b>	CTRL+G

## Select text and objects

<b>SHIFT+RIGHT ARROW</b>	One character to the right
<b>SHIFT+LEFT ARROW</b>	One character to the left
<b>CTRL+SHIFT+RIGHT ARROW</b>	To the end of a word
<b>CTRL+SHIFT+LEFT ARROW</b>	To the beginning of a word
<b>SHIFT+UP ARROW</b>	One line up
<b>SHIFT+DOWN ARROW</b>	One line down
<b>ESC</b>	An object (with text selected inside the object)
<b>TAB or SHIFT+TAB</b>	An object
<b>ENTER</b>	Text within an object (with an object selected)
<b>CTRL+A (on the Slides tab)</b>	All objects
<b>CTRL+A (in slide sorter view)</b>	All slides
<b>CTRL+A (on the Outline tab)</b>	All text

## Working in Presentation Mode

<b>number+ENTER</b>	Go to slide <i>number</i>
<b>B or PERIOD</b>	Display a black screen
<b>W or COMMA</b>	Display a white screen
<b>ESC</b>	End a slide show
<b>CTRL+P</b>	Pointer becomes a pen
<b>CTRL+A</b>	Pointer becomes an arrow
<b>E</b>	Erase on-screen annotations
<b>H</b>	Go to the next hidden slide

