Essential Microsoft Office Keyboard Shortcuts for Word, Excel, and PowerPoint

All Programs

CTRL + A	Select all elements on screen
CTRL + B	Format text as bold
CTRL + I	Italicizes text
CTRL + U	Underline selected text
CTRL + P	Launches the Print dialogue
CTRL + C	Copy the selected text to the clipboard
CTRL + X	Cut the selected text (remove and place it on the clipboard)
CTRL + V	Paste clipboard content
CTRL + Z	Undo the last action and can be used several times in a row
CTRL + Y	Redo the last action
F4	Repeat the last action you took, whether that be formatting or deleting text
CTRL + F1	Hide/reveal the ribbon interface
SHIFT + F7	Reveal the thesaurus tab
CTRL + K	Add a hyperlink to some text to link to another file or a web address
CTRL + S	Save the document
CTRL + F6	Switch between multiple files
CTRL + F	Locate something in the current file

Word

CTRL + SHIFT + G	Invoke the word counter
F7	Open Spelling and Grammar
SHIFT + F3	Toggle between lowercase, all caps, and title case
CTRL + =	Subscript highlighted text
CTRL + SHIFT + =	Superscript highlighted text
CTRL + SHIFT + F9	Remove any hyperlinks in text
CTRL + SPACE	Remove any font effects and reset it to the default size, font, and color
CTRL +]	Increase the font size
CTRL + [	Decrease the font size
ALT > W > R	Toggle the ruler

Powerpoint

CTRL + M	Add a new slide in the editor
CTRL + Shift + D	Duplicate the current slide
F5	Launch a slideshow from the beginning
CTRL + Shift + F5	Launch slideshow from the current slide
Press a number > Enter	Jump to a certain slide while presenting
B	Display a blank black slide. Press again to return to current slide
W	Display a blank white slide. Press again to return to current slide
CTRL + P	Activate the pen tool
E	Clear the annotation during presentation
CTRL + A	Invokes the mouse cursor during presentation
CTRL + H	Hide the mouse cursor during presentation
S	Stop or restart the slideshow
ALT + P	Play/Pause embedded media in slide
ALT + Q	Stop playback
ALT + ⬆/⬇	Adjust the volume of playback
ALT + U	Mute the playback

Excel

CTRL + Page ⬆/Page ⬇	Scroll between multiple tabs
CTRL + Backspace	Focus the screen on the active cell
ALT + ENTER	Enter a new line in a cell
CTRL + ;	Quickly enter the current date
CTRL + Shift + :	Quickly enter the current time
CTRL + 1	Invoke the Formatting dialogue box
F2	Invoke the Formula box
CTRL + `	Toggle between cells to reveal content or formulas
CTRL + 0	Hide a column
CTRL + 9	Hide a row
CTRL + Shift + 0/9	Unhide anything hidden by CTRL + 0/9
ALT > H > O > U > L	Unhide anything hidden by CTRL + 0/9
ALT + =	Automatically apply SUM to any highlighted cells
CTRL + Arrow Keys	Warp in the direction you choose, stopping at the first black/filled cell
CTRL + Shift + *	Select the current row or column