Microsoft Office for Mac
Keyboard Shortcut Cheat Sheet

MUO

Basic Shortcuts Across Applications

Cmd + P or Ctrl + P	Print
Cmd + F	Find
Cmd + X or Ctrl + X	Cut
Cmd + C or Ctrl + C	Copy
Cmd + V or Ctrl + V	Paste
Cmd + S or Ctrl + S	Save
Cmd + Z or Ctrl + Z	Undo
Cmd + Y or Ctrl + Y or Cmd + Shift + Z	Redo
Cmd + Ctrl + R	Minimize or maximize the ribbon

Microsoft OneNote

Option + Tab	Switch between notebook sections
Cmd + Shift + Up Arrow	Move selected paragraphs up
Cmd + Shift + Down Arrow	Move selected paragraphs down
Cmd + Shift + Left Arrow	Move selected paragraphs left
Ctrl + Tab [+ Use arrow keys to move up or down]	Switch between pages
Shift + Return	Insert a line break
Cmd + D	Insert the current date
Cmd + Shift + Down Arrow	Insert the current date and time
Cmd + K	Insert a link
Option + Delete	Delete the word to the left
Fn + Option + Delete	Delete the word to the right
Ctrl + G	View a list of open notebooks
Cmd + Option + F	Search all notebooks
Cmd + N	Create a notebook page
Cmd + Shift + M	Move a page
Cmd + Shift + C	Copy a page

Microsoft Outlook
Email

Cmd + N	Create a message
Cmd + S	Save the open message to Drafts
Cmd + Return	Send the open message
Cmd + E	Add an attachment to the open message
Cmd + K	Send and receive all messages
Cmd + R	Reply to the message
Shift + Cmd + R	Reply to all
Cmd + J	Forward the message

Microsoft Outlook
Calendar, Notes, Tasks, and Contacts

Cmd + N	Create an event, note, task, or contact
Cmd + O (letter O)	Open the selected event, note, task, or contact
Delete	Delete the selected event, note, task, or contact
Shift + Ctrl + [	Navigate to the previous pane
Shift + Ctrl +]	Navigate to the next pane
Cmd + T	Switch the calendar view to include today
Cmd + J	Send the note as an email

Microsoft Outlook
Flagging Messages, Tasks, and Contacts

Ctrl + 1	Today
Ctrl + 2	Tomorrow
Ctrl + 3	This week
Ctrl + 4	Next week
Ctrl + 5	No due date
Ctrl + 6	Custom due date
Ctrl + =	Add a reminder
0 (zero)	Mark complete

Microsoft Word

Cmd + E	Center a paragraph
Cmd + J	Justify a paragraph
Cmd + L	Left align a paragraph
Cmd + R	Right align a paragraph
Cmd + Shift + >	Increase font size
Cmd + Shift + <	Decrease font size
Cmd + Shift + A	Apply all capital letters
Cmd + B	Apply bold
Cmd + I (letter I)	Apply italics
Cmd + U	Apply underline
Cmd + Shift + D	Apply double underline
Cmd + 1	Single-spacing
Cmd + 2	Double-spacing
Cmd + 5	1.5 line-spacing
Shift + Return	Insert a line break
Shift + Enter	Insert a page break
Cmd + Shift + Enter	Insert a column break
Option + G	Insert a copyright symbol
Option + 2	Insert a trademark symbol
Option + R	Insert a registered trademark symbol
Option + ; (semicolon)	Insert an ellipsis
Cmd + Shift + N	Apply style - Normal
Cmd + Shift + L	Apply style - List
Cmd + Option + 1	Apply style - Heading 1
Cmd + Option + 2	Apply style - Heading 2
Cmd + Option + 3	Apply style - Heading 3

Microsoft PowerPoint

Cmd + N	Create a presentation
Cmd + O (letter O)	Open a presentation
Cmd + W	Close a presentation
Cmd + P	Print a presentation
Cmd + S	Save a presentation
Cmd + Shift + N or Ctrl + N	Insert a slide
Cmd + Shift + Return	Play from the first slide
Cmd + Return	Play from the current slide

Microsoft PowerPoint continued...

Esc or Cmd + . (period) or - (hyphen)	End the slide show
Ctrl + H	Hide the pointer
Cmd + 1	Normal view
Cmd + 2	Slider sorter view
Cmd + 3	Notes page view
Cmd + 4	Outline view
Cmd + Ctrl + F	Full screen view
Option + Return	Presenter view
B	Turn the screen black while in presentation mode
W	Turn the screen white while in presentation mode

Microsoft Excel

Ctrl + Shift + =	Insert cells
Cmd + - or Ctrl + -	Delete cells
Cmd + Shift + K	Group selected cells
Cmd + Shift + J	Ungroup selected cells
Cmd + K or Ctrl + K	Insert a hyperlink
Cmd + D or Ctrl + D	Fill down
Cmd + R or Ctrl + R	Fill right
Ctrl + ; (semicolon)	Enter the date
Cmd + ; (semicolon)	Enter the time
Cmd + Shift + * (asterisk)	Select only visible cells
Shift + Delete	Select only the active cell when multiple cells are selected
Shift + Spacebar	Select the row
Ctrl + 9	Hide rows
Ctrl + Shift + (	Unhide rows
Ctrl + Spacebar	Select the column
Ctrl + 0 (zero)	Hide columns
Ctrl + Shift +)	Unhide columns
Shift + Return	Complete an entry and move up
Tab	Complete an entry and move right
Shift + Tab	Complete an entry and move left
Esc	Cancel an entry

Microsoft Excel continued

Shift + F2	Insert, open, or edit a comment
Ctrl + Delete	Scroll to the active cell in a worksheet
Tab	Move between unlocked cells on a protected worksheet
Ctrl + Page Down or Option + Right Arrow	Move to the next sheet in a workbook
Ctrl + Page Up or Option + Left Arrow	Move to the previous sheet in a workbook
Home or Fn + Left Arrow	Move to the beginning of the row
Ctrl + Home or Ctrl + Fn + Left Arrow	Move to the beginning of the sheet
Ctrl + End or Ctrl + Fn + Right Arrow	Move to the last cell in use on the sheet
Page Up or Fn + Up Arrow	Move up one screen
Page Down or Fn + Down Arrow	Move down one screen
Option + Page Up or Fn + Option + Up Arrow	Move left one screen
Option + Page Down or Fn + Option + Down Arrow	Move right one screen