

Course Name: Certificate in Basic Computer - CBC

MS Word, MS Excel, and MS PowerPoint Shortcut Keys

Welcome to Udaan Institute of Information and Technology, Ahmedabad. Dear Student/ Trainee here's a list of commonly used **MS Word**, **MS Excel**, and **MS PowerPoint** shortcut keys along with their **functions**:

✔ MS Word Shortcut Keys

Shortcut Key	Use / Function
Ctrl + N	Create a new document
Ctrl + O	Open an existing document
Ctrl + S	Save the document
Ctrl + P	Print the document
Ctrl + C	Copy selected text
Ctrl + X	Cut selected text
Ctrl + V	Paste copied/cut content
Ctrl + Z	Undo the last action
Ctrl + Y	Redo the last action
Ctrl + A	Select all content
Ctrl + B	Make text bold
Ctrl + I	Italicize text
Ctrl + U	Underline text
Ctrl + F	Find text
Ctrl + H	Replace text
Ctrl + K	Insert hyperlink
Ctrl + L	Align text to the left
Ctrl + E	Center align text
Ctrl + R	Align text to the right
Ctrl + J	Justify text
Ctrl + Shift + >	Increase font size
Ctrl + Shift + <	Decrease font size

✔ MS Excel Shortcut Keys

Shortcut Key	Use / Function
Ctrl + N	New workbook
Ctrl + O	Open workbook
Ctrl + S	Save workbook
Ctrl + P	Print workbook
Ctrl + C	Copy selected cells

Shortcut Key	Use / Function
Ctrl + X	Cut selected cells
Ctrl + V	Paste copied/cut cells
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + A	Select entire worksheet
Ctrl + Arrow Keys	Move to the edge of data region
Ctrl + Shift + "+"	Insert new row or column
Ctrl + "-"	Delete row or column
Ctrl + T	Create a table
Alt + =	AutoSum
F2	Edit active cell
Ctrl + ` (grave)	Show formulas
Ctrl + Space	Select entire column
Shift + Space	Select entire row
Ctrl + Page Up/Down	Switch between worksheets

✓ MS PowerPoint Shortcut Keys

Shortcut Key	Use / Function
Ctrl + N	Create a new presentation
Ctrl + O	Open existing presentation
Ctrl + S	Save presentation
Ctrl + M	Insert new slide
Ctrl + C	Copy selected object
Ctrl + X	Cut selected object
Ctrl + V	Paste content
Ctrl + Z	Undo
Ctrl + Y	Redo
F5	Start slideshow from beginning
Shift + F5	Start slideshow from current slide
Ctrl + A	Select all objects
Ctrl + K	Insert hyperlink
Alt + N, P	Insert picture
Alt + N, T	Insert a text box
Ctrl + Shift + >	Increase font size
Ctrl + Shift + <	Decrease font size
Ctrl + G	Group selected objects
Ctrl + Shift + G	Ungroup objects
Ctrl + D	Duplicate selected object or slide