MS Word (Shortcut Keys)

1. **Ctrl + N** – New document
2. **Ctrl + O** – Open document
3. **Ctrl + S** – Save
4. **F12** – Save As
5. **Ctrl + P** – Print
6. **Ctrl + W / Ctrl + F4** – Close document
7. **Alt + F4** – Exit Word
8. **Ctrl + X** – Cut
9. **Ctrl + C** – Copy
10. **Ctrl + V** – Paste
11. **Ctrl + Z** – Undo
12. **Ctrl + Y** – Redo
13. **Ctrl + A** – Select all
14. **Delete** – Delete text to right
15. **Backspace** – Delete text to left
16. **Ctrl + F** – Find
17. **Ctrl + H** – Replace
18. **Ctrl + G** – Go To
19. **Ctrl + B** – Bold
20. **Ctrl + I** – Italic
21. **Ctrl + U** – Underline
22. **Ctrl + Shift + D** – Double underline
23. **Ctrl + Shift + W** – Underline words only
24. **Ctrl + =** – Subscript
25. **Ctrl + Shift + +** – Superscript
26. **Ctrl + Shift + A** – All caps
27. **Ctrl + Shift + K** – Small caps
28. **Ctrl + Shift + >** – Increase font size
29. **Ctrl + Shift + <** – Decrease font size
30. **Ctrl +]** – Increase font by 1 point
31. **Ctrl + [** – Decrease font by 1 point
32. **Ctrl + D** – Font dialog box
33. **Ctrl + L** – Align left
34. **Ctrl + E** – Center
35. **Ctrl + R** – Align right
36. **Ctrl + J** – Justify
37. **Ctrl + M** – Increase indent
38. **Ctrl + Shift + M** – Decrease indent
39. **Ctrl + T** – Hanging indent
40. **Ctrl + Shift + T** – Reduce hanging indent
41. **Ctrl + 1** – Single spacing
42. **Ctrl + 2** – Double spacing
43. **Ctrl + 5** – 1.5 line spacing
44. **Ctrl + 0** – Add/remove space before paragraph
45. **Ctrl + Shift + L** – Apply bullets
46. **Alt + Shift + Left Arrow** – Promote list level
47. **Alt + Shift + Right Arrow** – Demote list level
48. **Ctrl + Enter** – Page break
49. **Shift + Enter** – Line break
50. **Alt + Ctrl + P** – Print layout view
51. **Alt + Ctrl + N** – Draft view
52. **Alt + Ctrl + O** – Outline view
53. **Home** – Beginning of line
54. **End** – End of line
55. **Ctrl + Home** – Beginning of document
56. **Ctrl + End** – End of document
57. **Ctrl + Left/Right Arrow** – Move word by word
58. **Ctrl + Up/Down Arrow** – Move paragraph by paragraph
59. **Shift + Arrow Keys** – Select text
60. **Ctrl + Shift + Arrow** – Select word/paragraph
61. **Shift + Home** – Select to beginning of line

62. **Shift** + **End** – Select to end of line	68. **Ctrl** + **Q** – Clear paragraph formatting
63. **F7** – Spelling & Grammar	69. **Ctrl** + **Spacebar** – Clear character formatting
64. **Shift** + **F7** – Thesaurus	
65. **Ctrl** + **Shift** + **E** – Track Changes	70. **Alt** + **Shift** + **D** – Insert date
66. **Alt** + **Ctrl** + **M** – New comment	71. **Alt** + **Shift** + **T** – Insert ti
67. **Ctrl** + **K** – Insert hyperlink	

MS Excel (Shortcut Keys)

1. Ctrl + N → New workbook	28. Ctrl + I → Italic
2. Ctrl + O → Open workbook	29. Ctrl + U → Underline
3. Ctrl + S → Save	30. Ctrl + 5 → Strikethrough
4. Ctrl + P → Print	31. Ctrl + 1 → Format Cells dialog
5. Ctrl + W → Close workbook	32. Alt + H + A + C → Center alignment
6. Ctrl + F4 → Exit Excel	33. Alt + H + B → Apply borders
7. Ctrl + F1 → Show/Hide Ribbon	34. Ctrl + Shift + $ → Currency format
8. Ctrl + C → Copy	35. Ctrl + Shift + % → Percentage format
9. Ctrl + X → Cut	
10. Ctrl + V → Paste	36. Ctrl + Shift + # → Date format
11. Ctrl + Z → Undo	37. Ctrl + Shift + @ → Time format
12. Ctrl + Y → Redo	38. Ctrl + Shift + ! → Number format
13. Ctrl + D → Fill down	39. Ctrl + + → Insert row/column
14. Ctrl + R → Fill right	40. Ctrl + - → Delete row/column
15. Delete → Clear cell contents	41. Ctrl + 9 → Hide row
16. Arrow Keys → Move one cell	42. Ctrl + 0 → Hide column
17. Ctrl + Arrow Key → Jump to last cell in data range	43. Alt + H + O + I → AutoFit column
	44. Alt + H + O + A → AutoFit row
18. Home → Beginning of row	45. = → Start formula
19. Ctrl + Home → Go to cell A1	46. Alt + = → AutoSum
20. Ctrl + End → Go to last used cell	47. F4 → Absolute cell reference ($)
21. Page Up / Page Down → Move one screen	48. Ctrl + ` → Show/Hide formulas
	49. Shift + F3 → Insert function
22. Shift + Arrow Key → Select cells	50. Ctrl + T → Create table
23. Ctrl + Shift + Arrow Key → Select data range	51. Ctrl + Shift + L → Apply/Remove filter
24. Ctrl + A → Select all	52. Alt + A + S + S → Sort
25. Ctrl + Space → Select entire column	53. Shift + F11 → New worksheet
26. Shift + Space → Select entire row	54. Ctrl + Page Up → Previous worksheet
27. Ctrl + B → Bold	

55. Ctrl + Page Down → Next worksheet	57. Ctrl + F → Find
56. Alt + H + O + R → Rename worksheet	58. Ctrl + H → Replace
	59. Ctrl + K → Insert hyperlink

MS Power Point (Shortcut Keys)

1. Ctrl + N → New presentation	25. Ctrl + J → Justify text
2. Ctrl + O → Open presentation	26. Ctrl + T → Font dialog box
3. Ctrl + S → Save	27. Ctrl + M → New slide
4. Ctrl + P → Print	28. Ctrl + D → Duplicate slide
5. Ctrl + W → Close presentation	29. Ctrl + Shift + D → Duplicate slide and move forward
6. Ctrl + F4 → Exit PowerPoint	30. Ctrl + Shift + S → Save As
7. Ctrl + C → Copy	31. F5 → Start slideshow from beginning
8. Ctrl + X → Cut	32. Shift + F5 → Start slideshow from current slide
9. Ctrl + V → Paste	
10. Ctrl + Z → Undo	33. Esc → End slideshow
11. Ctrl + Y → Redo	34. B → Black screen during slideshow
12. Ctrl + D → Duplicate selected object or slide	35. W → White screen during slideshow
13. Delete → Remove selected object	36. N or Right Arrow → Next slide
14. Ctrl + A → Select all	37. P or Left Arrow → Previous slide
15. Shift + Arrow Keys → Resize or move object	38. Ctrl + F → Find
16. Ctrl + Click → Select multiple objects	39. Ctrl + H → Replace
	40. Ctrl + K → Insert hyperlink
17. Tab → Move to next object	41. Ctrl + G → Group objects
18. Shift + Tab → Move to previous object	42. Ctrl + Shift + G → Ungroup objects
	43. Ctrl +] → Bring forward
19. Ctrl + B → Bold	44. Ctrl + [→ Send backward
20. Ctrl + I → Italic	45. Ctrl + Shift + > → Increase font size
21. Ctrl + U → Underline	46. Ctrl + Shift + < → Decrease font size
22. Ctrl + E → Center text	47. Alt + F10 → Select Shape Pane
23. Ctrl + L → Align text left	48. Alt + H + S → Slide layout
24. Ctrl + R → Align text right	49. Alt + H + A → Text a