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Shortcut Keys

51 Must-Know Keyboard Shortcuts

Ctrl Keys | Function Keys | Special Combos

CTRL SHORTCUTS — PART 1

Select All	Ctrl+A	Bold	Ctrl+B
Copy	Ctrl+C	Duplicate	Ctrl+D
Centre Align	Ctrl+E	Find	Ctrl+F
Go to	Ctrl+G	Replace	Ctrl+H
Italic	Ctrl+I	Justify	Ctrl+J
Hyperlink	Ctrl+K	Left Align	Ctrl+L
New Slide	Ctrl+M	New Document	Ctrl+N

CTRL SHORTCUTS — PART 2

Open Doc	Ctrl+O	Print	Ctrl+P
Para Spacing	Ctrl+Q	Right Align	Ctrl+R
Save	Ctrl+S	New Tab	Ctrl+T
Underline	Ctrl+U	Paste	Ctrl+V
Close/Resize	Ctrl+W	Cut	Ctrl+X
Redo	Ctrl+Y	Undo	Ctrl+Z
New Folder	Ctrl+Shift+N	Subscript	Ctrl+–
Superscript	Ctrl+Shift+=	Change Font Size	Ctrl+Shift+>

FUNCTION KEYS

Help	F1	Rename	F2
Find Next	F3	Refresh / Slides	F5
Address Bar	F6	Spell Check	F7
Full Screen	F11	Save As	F12
Synonyms	Shift+F7	Change Case	Shift+F3

SPECIAL COMBOS

Write Date	Alt+Shift+D	Write Time	Alt+Shift+T
Close / Shut Down	Alt+F4	Excel New Line	Alt+Enter
Minimize All	Win+D	Copy Text Style	Ctrl+Shift+C