

Control Keys for Microsoft Office.

Save Early * Save Often * Save Every Time You Sweat

All keys function throughout Office unless exceptions noted. **Bold** indicates especially common or useful control-key commands.



Key Combo	Function
Ctrl-Enter	Page Break in Word, slide break in PPT (usually). Line break inside cell in Excel: Alt-Enter
Ctrl-A	Selects all of the document (in PPT, all of the slide or text box). Good for copying a large amount of data
Ctrl-B	Toggles selected text Bold /normal.
Ctrl-C	Copies selected text or items. Can also copy with tool button or edit menu.
Ctrl-D	In PPT, duplicates the selection. In Word, brings up font format dialog. In Excel, range-fills cells downward from first cell(s). NOTE: Use with caution in Excel – replaces data/formulas.
Ctrl-E	In Word/PPT, centers a paragraph. Just put insertion point in paragraph; you don't need to select it all.
Ctrl-F	Brings up the FIND dialog. Use for Find or Find and Replace.
Ctrl-G	Word/Excel: brings up Go To dialog. Move by page/cell in large document. In PPT, turns on centering lines.
Ctrl-H	Brings up Replace dialog. In Word, Ctrl-H, Ctrl-G and Ctrl-F bring up Find/Replace/Go To on different tabs.
Ctrl-I	Toggles selected text <i>Italic</i>/normal. Ctrl-Alt-I: Into/Out of Print Preview
Ctrl-J	In Word and PPT, justifies selected text. The text should have at least three lines for justification to show.
Ctrl-K	Creates a hyperlink to take the user to another file or web site.
Ctrl-L	Word/PPT: Left-aligns selected text.
Ctrl-M	In Word, indents to the next tab stop. In PPT, changes slide layout.
Ctrl-N	Starts new default-template file.
Ctrl-O	Starts Open (existing) File dialog.
Ctrl-P	Opens Print File dialog – select printer, copies, etc.
Ctrl-Q	In Word, takes a paragraph back to default format (left-aligned, single space, etc). In PPT, closes the program.
Ctrl-R	In Word or PPT, right-aligns the paragraph or text. In Excel, copies whatever is in cell to the left.
Ctrl-S	Saves the document. F12 is “save as” – create copy of file with new name to protect original.
Ctrl-U	Toggles underline text. Ctrl-Sh-W is word underline. Ctrl-Sh-D is double-underline.
Ctrl-V	Pastes most recent item from Clipboard.
Ctrl-W	Closes current window (file if only one window). Ctrl-F4 closes file w/multiple windows. Alt-F4 closes program
Ctrl-X	Cuts selection to Clipboard for future use. THIS IS NOT DELETE!
Ctrl-Y	Re-does any command that Ctrl-Z/Undo just undid.
Ctrl-Z	Undoes most recent command. Works backward: you get your dog back, your truck back, your job back.
Ctrl+↑,↓	Word/PPT: Moves to beginning of previous or next paragraph. Excel: Moves to limits of data range
Ctrl+←,⇒	Word/PPT: Moves one word left or right. Excel: Moves to limits of data range Adding Shift to any navigation makes it a selection.
Ctrl-Sh-=	In Word or PPT, toggles selected text Superscript (10²).
Ctrl-=	In Word or PPT, toggles selected text Subscript (H₂O). These two don't work with NumberPad keys.
Ctrl-Sh-A	Word/PPT: Toggles selection ALL CAPS. Shift-F3 cycles lower case Title Case UPPER CASE
Ctrl-Sh-F	In Word/PPT, takes you to font FONT font selection list on formatting toolbar.
Ctrl-Sh-P	In Word/PPT, takes you to font size size Size selection list on formatting toolbar. Word/PPT: Ctrl-]: Grow Font Ctrl-[: Shrink font
Ctrl-Spacebar	Word/PPT, resets all selected text to default format. In Excel, selects the column (Sh-Spacebar selects row).
F-keys	F1 Help F5 GoTo F7 Spell Check F12 Save As Other function keys vary greatly between programs.

This document is available from our website too – www.entremt.com, then go to Training. Special files available by e-mail request: lpchart.xls (sample analysis charts), FloGen.ppt (generic flowchart for PowerPoint), ScheduleDemo.xls (scheduling tool in Excel)