



The Ultimate Guide to Microsoft Keyboard Shortcuts



HELLO!

Keyboard shortcuts are an essential tool for boosting productivity and efficiency when working on a computer. Whether you're a Windows user or frequently use Microsoft Word or Excel, mastering keyboard shortcuts can significantly streamline your workflow. In this guide, we will provide you with the top 30 keyboard shortcuts for Windows 10 and 11, as well as for Microsoft Word and Excel. These shortcuts will empower you to perform common tasks, navigate through applications, and execute commands swiftly, all at the tip of your fingers. So let's dive in and discover the time-saving magic of keyboard shortcuts!





Microsoft Windows

(Some will work on all apps)

No.	Shortcut	No.	Shortcut
01	Ctrl + C: Copy	16	Alt + F4: Close the active window
02	Ctrl + X: Cut	17	Shift + Delete: Permanently delete selected item(s) without moving to the Recycle Bin
03	Ctrl + V: Paste	18	Ctrl + Shift + Esc: Open Task Manager
04	Ctrl + Z: Undo	19	Ctrl + Shift + N: Create a new folder
05	Ctrl + Y: Redo	20	Ctrl + Shift + T: Reopen the last closed tab in a web browser
06	Ctrl + A: Select all	21	Win + Left/Right arrow key: Snap active window to the left/right side of the screen
07	Ctrl + S: Save	22	Win + Up/Down arrow key: Maximize/restore or minimize the active window
08	Ctrl + P: Print	23	Win + "+" or "-" (plus/minus key): Zoom in/out
09	Ctrl + F: Find	24	Ctrl + Alt + Delete: Open the security options screen
10	Ctrl + D: Duplicate	25	Ctrl + Shift + Enter: Open a program as an administrator
11	Win + D: Show desktop	26	Ctrl + Shift + S: Take a screenshot
12	Win + E: Open File Explorer	27	Win + Pause/Break: Open the System Properties window
13	Win + I: Open Settings	28	Ctrl + Page Up/Page Down: Switch between virtual desktops
14	Win + L: Lock your computer	29	Ctrl + Shift + Esc: Open the Task Manager directly
15	Alt + Tab: Switch between open applications	30	

Microsoft Outlook

No.	Shortcut	No.	Shortcut
01	Ctrl + N: Create a new email	16	Ctrl + Shift + P: Create a new search folder
02	Ctrl + R: Reply to an email	17	Ctrl + D: Delete an email
03	Ctrl + Shift + R: Reply to all recipients of an email	18	Ctrl + Shift + V: Move an email to a folder
04	Ctrl + F: Find text within an email or folder	19	Ctrl + Shift + U: Mark an email as junk
05	Ctrl + Q: Mark an email as read	20	Ctrl + Y: Go to a different folder
06	Ctrl + U: Mark an email as unread	21	Ctrl + Shift + B: Open the address book
07	Ctrl + Shift + M: Create a new email message in a separate window	22	Ctrl + Shift + F: Forward an email
08	Ctrl + Enter: Send an email	23	Ctrl + Shift + G: Flag an email for follow-up
09	Ctrl + Shift + A: Create a new appointment	24	Ctrl + Shift + H: Open the "Share" menu
10	Ctrl + Shift + K: Create a new task	25	Ctrl + Shift + O: Open the "Outbox" folder
11	Ctrl + Shift + C: Create a new contact	26	Ctrl + Shift + S: Post a reply to a folder
12	Ctrl + Shift + J: Create a new journal entry	27	Ctrl + Shift + T: Open the "To-Do Bar" options
13	Ctrl + Shift + N: Create a new note	28	Ctrl + Shift + V: Move an email to a specific folder
14	Ctrl + Shift + Q: Create a new meeting request	29	Ctrl + Shift + W: Forward an email as an attachment
15	Ctrl + Shift + L: Create a new distribution list	30	Ctrl + Shift + Y: Copy an email folder



Microsoft Word

No.	Shortcut	No.	Shortcut
01	Ctrl + N: Create a new document	16	Ctrl + L: Left-align text
02	Ctrl + O: Open an existing document	17	Ctrl + R: Right-align text
03	Ctrl + S: Save the document	18	Ctrl + E: Center-align text
04	Ctrl + P: Print the document	19	Ctrl + J: Justify-align text
05	Ctrl + Z: Undo the last action	20	Ctrl + 1: Set single-line spacing
06	Ctrl + Y: Redo the last action	21	Ctrl + 2: Set double-line spacing
07	Ctrl + X: Cut selected text	22	Ctrl + 5: Set 1.5-line spacing
08	Ctrl + C: Copy selected text	23	Ctrl +]: Increase font size
09	Ctrl + V: Paste copied or cut text	24	Ctrl + [: Decrease font size
10	Ctrl + A: Select the entire document	25	Ctrl + Home: Go to the beginning of the document
11	Ctrl + B: Bold selected text	26	Ctrl + End: Go to the end of the document
12	Ctrl + I: Italicize selected text	27	Ctrl + Shift + >: Increase font size by one point
13	Ctrl + U: Underline selected text	28	Ctrl + Shift + <: Decrease font size by one point
14	Ctrl + F: Find specific text in the document	29	F7: Check spelling and grammar
15	Ctrl + H: Replace specific text in the document	30	F12: Save As (Microsoft Word)

Microsoft Excel

No.	Shortcut	No.	Shortcut
01	Ctrl + N: Create a new workbook	16	Ctrl + K: Insert a hyperlink
02	Ctrl + O: Open an existing workbook	17	Ctrl + L: Create a table
03	Ctrl + S: Save the workbook	18	Ctrl + R: Fill right (copy cell to the right)
04	Ctrl + P: Print the workbook	19	Ctrl + E: Flash fill
05	Ctrl + Z: Undo the last action	20	Ctrl + J: Fill down (copy cell downwards)
06	Ctrl + Y: Redo the last action	21	Ctrl + Shift + 1: Apply number formatting
07	Ctrl + X: Cut selected cells	22	Ctrl + Shift + 4: Apply currency formatting
08	Ctrl + C: Copy selected cells	23	Ctrl + Shift + 5: Apply percentage formatting
09	Ctrl + V: Paste copied or cut cells	24	Ctrl + Shift + [: Group rows or columns
10	Ctrl + A: Select the entire worksheet	25	Ctrl + Shift +]: Ungroup rows or columns
11	Ctrl + B: Apply bold formatting to selected cells	26	Ctrl + Home: Go to cell A1
12	Ctrl + I: Apply italic formatting to selected cells	27	Ctrl + End: Go to the last cell of the worksheet
13	Ctrl + U: Apply underline formatting to selected cells	28	F2: Edit the active cell
14	Ctrl + F: Find data within the worksheet	29	F4: Repeat the last action
15	Ctrl + H: Replace data within the worksheet	30	F9: Calculate all worksheets in all open workbooks



hello@it.ie

1800 353 353

DUBLIN

Unit 35, Finglas Business Centre, Jamestown Road, Finglas Dublin 11, D11 EP86

CORK

Unit P5, Marina Commercial Park, Centre Park Rd, Cork, T12 PN7F

GALWAY

Galway Technology Centre, Mervue Business Park, Galway, H91 D932