

Microsoft Word 365 Shortcuts

| Pressing this | Does This |
|---------------|-------------------------------------|
| Esc | Cancels an action |
| Ctrl+Z | Undo last action |
| Ctrl+Y | Re-do last action |
| Ctrl+X | Cut selected item |
| Ctrl+W | Close document |
| Ctrl+V | Paste into document |
| Ctrl+U | Underline selected text |
| Ctrl+S | Save document |
| Ctrl+R | Right align selected text |
| Ctrl+O | Open new document |
| Ctrl+L | Left align selected text |
| Ctrl+I | Italicize selected text |
| Ctrl+E | Center selected text |
| Ctrl+C | Copy selected item |
| Ctrl+B | Bold selected text |
| Ctrl+A | Select all |
| Ctrl+] | Increase font size 1 point |
| Ctrl+[| Decrease font size 1 point |
| Alt+W then Q | Opens the Zoom tool |
| Alt+Q | Go to "Tell me what you want to do" |

Microsoft Excel 365 Shortcuts

| Pressing This | Does This |
|---------------------|----------------------------|
| Ctrl+B | Bold selected item |
| Ctrl+C | Copy selected item |
| Ctrl+O | Open a workbook |
| Ctrl+S | Save a workbook |
| Ctrl+V | Paste selected item |
| Ctrl+W | Close a workbook |
| Ctrl+X | Cut selected item |
| Ctrl+Z | Undo last action |
| Delete key | Remove cell contents |
| Alt+A | Go to Data tab |
| Alt+H | Go to the Home tab |
| Alt+H then A then C | Center align cell contents |
| Alt+H then B | Add borders |
| Alt+H then D then C | Delete column |
| Alt+H then H | Choose a fill color |
| Alt+M | Go to Formula tab |
| Alt+N | Go to Insert tab |
| Alt+P | Go to Page Layout tab |
| Alt+W | Go to View tab |
| Ctrl+0 | Hide the selected columns |
| Ctrl+9 | Hide the selected rows |

Microsoft Outlook 365 Shortcuts

| Pressing This | Does This |
|---|---|
| Escape or Enter | Close item |
| Delete | Delete selected message, task, or meeting |
| Ctrl+C | Copy selected item |
| Alt+S | Send message |
| Ctrl+Shift+M | New message |
| Ctrl+Shift+K | New task |
| Ctrl+Shift+A | Create appointment |
| Ctrl+E Alt+H then R then P | Search |
| Ctrl+2 | Go to calendar |
| Alt+S then S | Send and Receive |
| Alt+N then A then F | Insert file |
| Alt+JA then A then S | Attachment Save As |
| Alt+H then R then P | Reply |
| Alt+H then R then A | Reply All |
| Alt+H then M then V then select folder from list | Move to folder |
| Alt+H then F then W | Forward |
| Alt+H | Go to Home tab |

Microsoft PowerPoint 365 Shortcuts

| Pressing This | Does This |
|---------------------|--|
| Ctrl+B | Make selected text bold |
| Ctrl+C | Copy selected text, object, or slide |
| Ctrl+N | Create new presentation |
| Ctrl+Q | Close PowerPoint |
| Ctrl+S | Save the presentation |
| Ctrl+V | Paste cut or copied text, object, or slide |
| Ctrl+X | Cut selected text, object, or slide |
| Ctrl+Z | Undo the last action |
| Esc | End the slide show |
| Alt+G then H | Select a theme |
| Alt+H | Go to the Home tab |
| Alt+H then F then S | Change the font size for selected text |
| Alt+H then L | Select a slide layout |
| Alt+H then S then H | Insert a shape |
| Alt+N | Go to the Insert tab |
| Alt+N then P | Insert a picture |
| Alt+W then Q | Open Zoom dialog |
| F5 | Start the slide show |
| Page Down | Go to the next slide |
| Page Up | Go to the previous slide |

Microsoft Access 365 Shortcuts

| Pressing This | Does This |
|--|--|
| Ctrl+F | Open the Find box in the Datasheet view or Form view |
| Ctrl+H | Open the Find and Replace box in the Datasheet view or Form view |
| Ctrl+O or Ctrl+F12 | Open an existing database |
| Ctrl+P | Open the Print dialog |
| F1 | Open the Help window |
| Tab or Shift+Tab | Move to the next or previous field in Datasheet view |
| Alt or F10 to move to a different tab | Select the active tab of the ribbon and activate KeyTips |
| Alt+F4 | Exit Access |
| Alt+F5 then type the record number and Enter | Go to a specific record in a Datasheet view |
| Alt+H | Open the Home tab |
| Ctrl+Plus Sign (+) | Add a new record in Datasheet view or Form view |
| F11 | Show or hide the Navigation Pane |
| F2 | Switch between Edit mode and Navigation mode in Datasheet or Design view |
| F4 | Show or hide a property sheet |
| F5 | Switch to Form view from Design view |
| F6 | Move the focus to a different part of the window |
| S | Open the Page Setup dialog box for forms and reports |
| Shift+F10 | Display the shortcut menu for the selected item |
| Z | Zoom in or out on a part of the page |