Keyboard Shortcut Keys

Office 2016

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# Why You Should Be Using Keyboard Shortcuts

Here are some considerations to encourage you to replace or at least reduce mouse habits and start using shortcut keys extensively.

1. Efficiency

It is generally acknowledged by computer pro's that you can increase your productivity and accomplish more tasks by using the keyboard instead of mouse. In other words, it's easier and gets your job done faster. Take for example the task of selecting all the text in a document. You can do that by simply pressing Ctrl+A while doing that with the mouse requires pressing the left mouse button and dragging it across the whole document. In time you will learn that keyboard shortcuts let you do more with less effort.

2. Multitasking

Derives from the first motive and basically means that when you use the keyboard you don't have to follow a pointer to see what you are doing and you can do that thing semi-automatically thus freeing your mind for other tasks.
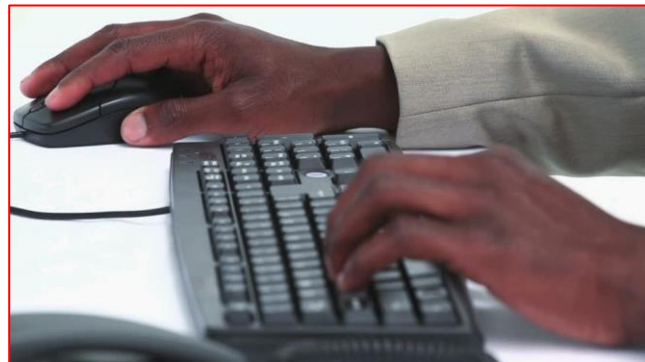
3. Complementarity

You can combine the advantages of using the keyboard with those of using the mouse. There are tasks that are much easier done with the mouse, take the example of browsing the web pages and clicking links but at the same time you can use the keyboard to navigate within the page or between tabs. And the beauty of it is that you can do both at the same time :

4. Health issues

Extensive mouse usage is associated with R.S.I. (Repetitive Syndrome Injury) much often than the keyboard usage. By alternating mouse and keyboard usage you can reduce the risks of R.S.I. and reduce the fatigue your wrists and fingers.

5. Precision

When you have a job that requires precision it is advisable that you use the keyboard, for example if you do a lot of text editing, it is more accurate to handle it through shortcut keys.

Shortcut keys to stick to your keyboard for hassle-free functioning

1. Windows key + D letter key/Windows key + M letter key

- This shortcut shows you the desktop when you press it on the keyboard, if you want your PC or laptop's windows to quickly minimize
- It minimizes all open windows immediately
- Pressing the Windows key with the letter D or letter M acts the same way
- Saves you if you don't want to show a certain person what you're onto in case they walk in on you without notice!

2. Windows key + E letter key

- Pressing these two buttons on your keyboard together opens 'My Computer' where you can browse your system and access any file, folder, or application on your PC or laptop
- This shortcut is helpful as you wouldn't have to waiver from your work, type My Computer on the keyboard, or look for the My Computer icon on the desktop
- These keys in tandem fulfil the deed for you!

3. Windows key + L letter key

- These two keys, when pressed together, changes the current logged in user to the screen where you can login to another user
- If there is only one user on your PC, this will automatically lock the workstation with the option of logging into the user again

- This maintains your privacy, which is very important! Moreover, this shortcut gets better if you have a password on your PC -- as then, only pressing these keys on your keyboard will give you the freedom to leave your system with all your applications running, without the fear of invasion of security

- None of your unsaved work will disappear either!

4. Windows key + R letter key

- If you press these two keys together, it will take you directly to the 'Run Dialogue' box where you can run an application

- No hassle to open this window by going to programs, or Windows icon!

- Directly type in the name of a program, folder, file, or Internet resource, and this shortcut helps open it for you

5. Ctrl key + Shift key + T letter key

- This one is for your internet browser

- In case you accidentally closed a tab, just press these three keys together to open it again without the hassle of going to history and re-opening it

- This shortcut stands valid for all previously closed tabs in one chrome session

- This one's a sure-shot life saver!

6. Windows key + B letter key

- This combination on your keyboard selects the first icon in the Notification area (bottom right), which then lets you switch between the icons using left and right arrow keys

- It is one the best combinations that will ease your work by giving you access over WiFi control bar, volume control bar, battery status bar, language bar, and date and time bar through your keypad

7. Ctrl key + Shift key + Esc key

- If your PC ever starts hanging or any application is not running smoothly, then what do you do?

- No shortcut; you open the Task Manager and try to kill the process

- Now, you don't have to open the task manager as your keyboard can save the time it takes to look for it

- Go, kill the process

8. *Windows key + Up Arrow key/Down Arrow key*

- If you ever feel too lazy to maximize the current window you are working on, or minimise it, then these two keys will be good friends of yours

- You can use Window key + Down Arrow key to minimize the current window you are on, and do the just the opposite with this shortcut in order to maximise the window you are on -- just like zoom in and zoom out!

9. *Windows key + T letter key*

- When the Windows key is pressed along with the letter T key on your keyboard, you can directly switch focus to the Taskbar at the bottom left corner

- This way, you can move right, left, up, and down using your arrow keys to switch between different programs that are running, such as Chrome, MS Word, Note Tab Light, etc

MS Word 2016

Frequently used shortcuts

This table shows the most frequently used shortcuts in Microsoft Word.

To do this	Press
Go to "Tell me what you want to do"	Alt+Q
Open	Ctrl+O
Save	Ctrl+S
Close	Ctrl+W
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Select all	Ctrl+A
Bold	Ctrl+B
Italic	Ctrl+I
Underline	Ctrl+U
Decrease font size 1 point	Ctrl+[
Increase font size 1 point	Ctrl+]
Center text	Ctrl+E
Left align text	Ctrl+L
Right align text	Ctrl+R
Cancel	Esc
Undo	Ctrl+Z
Re-do	Ctrl+Y
Zoom	Alt+W, Q, then tab in Zoom dialog box to the value you want.

Navigate the ribbon with only the keyboard

The ribbon is the strip at the top of Word, organized by tabs. Each tab displays a different ribbon. Ribbons are made up of groups, and each group includes one or more commands. Every command in Word can be accessed by using shortcut.

Note: Add-ins and other programs may add new tabs to the ribbon and may provide access keys for those tabs.

Access Keys for ribbon tabs

There are two ways to navigate the tabs in the ribbon:

- To go to the ribbon, press Alt, and then, to move between tabs, use the Right Arrow and Left Arrow keys.

- To go directly to a specific tab on the ribbon, use one of the following access keys:

To do this	Press
To use Backstage view, open the File page.	Alt+F
To use themes, colors, and effects, such as page borders, open the Design tab.	Alt+G
To use common formatting commands, paragraph styles, or to use the Find tool. open Home tab.	Alt+H
To manage Mail Merge tasks, or to work with envelopes and labels, open Mailings tab .	Alt+M
To insert tables, pictures and shapes, headers, or text boxes, open Insert tab.	Alt+N
To work with page margins, page orientation, indentation, and spacing, open Layout tab.	Alt+P
To type a search term for Help content, open "Tell me" box on ribbon.	Alt+Q, then enter the search term
To use Spell Check, set proofing languages, or to track and review changes to your document, open the Review tab.	Alt+R
To add a table of contents, footnotes, or a table of citations, open the References tab.	Alt+S
To choose a document view or mode, such as Read Mode or Outline view, open the View tab. You can also set Zoom magnification and manage multiple windows of documents.	Alt+W

Use commands on a ribbon with the keyboard

- To move to the list of ribbon tabs, press Alt; to go directly to a tab, press a keyboard shortcut.

- To move into the ribbon, press the Down Arrow key. (JAWS refers to this action as a move to the lower ribbon.)

- To move between commands, press the Tab key or Shift+Tab.

- To move in the group that's currently selected, press the Down Arrow key.

- To move between groups on a ribbon, press Ctrl+Right Arrow or Ctrl+Left Arrow.

Controls on the ribbon are activated in different ways, depending upon the type of control:

- If the selected command is a button, to activate it, press Spacebar or Enter.

- If the selected command is a split button (that is, a button that opens a menu of additional options), to activate it, press Alt+Down Arrow. Tab through the options. To select the current option, press Spacebar or Enter.

- If the selected command is a list (such as the Font list), to open the list, press the Down Arrow key. Then, to move between items, use the Up Arrow or Down Arrow key.

- If the selected command is a gallery, to select the command, press Spacebar or Enter. Then, tab through the items.

Tip: In galleries with more than one row of items, the Tab key moves from the beginning to the end of the current row and, when it reaches the end of the row, it moves to the beginning of the next one. Pressing the Right Arrow key at the end of the current row moves back to the beginning of the current row.

Use access keys when you can see the KeyTips

To use access keys:

1. Press Alt.

2. Press the letter shown in the square KeyTip that appears over the ribbon command that you want to use.

Depending on which letter you press, you may be shown additional KeyTips, which are small images of a letter next to a command button on the tab that you picked. For example, if you press Alt+F, the Office Backstage opens on the Info page which has a different set of KeyTips. If you then press Alt again, KeyTips for navigating on this page appear.

Change the keyboard focus by using the keyboard without using the mouse

The following table lists some ways to move the keyboard focus when using only the keyboard.

To do this	Press
Select the active tab of the ribbon and activate the access keys.	Alt or F10. Use access keys or arrow keys to move to a different tab.
Move the focus to commands on the ribbon.	Tab or Shift+Tab
Move the focus to each command on the ribbon, forward or backward, respectively.	Tab or Shift+Tab
Move down, up, left, or right, respectively, among the items on the ribbon.	Down Arrow, Up Arrow, Left Arrow, or Right Arrow
Expand or collapse the ribbon.	Ctrl+F1
Display the shortcut menu for a selected item.	Shift+F10
Move the focus to a different pane of the window, such as the Format Picture pane, the Grammar pane, or the Selection pane .	F6
Activate a selected command or control on the ribbon.	Spacebar or Enter
Open a selected menu or gallery on the ribbon.	Spacebar or Enter
Finish modifying a value in a control on the ribbon, and move focus back to the document.	Enter

Keyboard shortcut reference for Microsoft Word

Create and edit documents

Create, view, and save documents

To do this	Press
Create a new document.	Ctrl+N
Open a document.	Ctrl+O
Close a document.	Ctrl+W
Split the document window.	Alt+Ctrl+S
Remove the document window split.	Alt+Shift+C or Alt+Ctrl+S
Save a document.	Ctrl+S

Work with web content and hyperlinks

To do this	Press
Insert a hyperlink.	Ctrl+K
Go back one page.	Alt+Left Arrow
Go forward one page.	Alt+Right Arrow
Refresh.	F9

Print and preview documents

To do this	Press
Print a document.	Ctrl+P
Switch to print preview.	Alt+Ctrl+I
Move around the preview page when zoomed in.	Arrow keys
Move by one preview page when zoomed out.	Page Up or Page Down
Move to the first preview page when zoomed out.	Ctrl+Home
Move to the last preview page when zoomed out.	Ctrl+End

Check spelling and review changes in a document

To do this	Press
Insert a comment (in the Revision task pane).	Alt+R, C

Turn change tracking on or off.	Ctrl+Shift+E
Close the Reviewing Pane if it is open.	Alt+Shift+C
Select Review tab on ribbon.	Alt+R, then Down Arrow to move to commands on this tab.
Select Spelling & Grammar	Alt+R, S

Find, replace, and go to specific items in the document

To do this	Press
Open the search box in the Navigation task pane.	Ctrl+F
Replace text, specific formatting, and special items.	Ctrl+H
Go to a page, bookmark, footnote, table, comment, graphic, or other location.	Ctrl+G
Switch between the last four places that you have edited.	Alt+Ctrl+Z

Move around in a document using the keyboard

To move	Press
One character to the left	Left Arrow
One character to the right	Right Arrow
One word to the left	Ctrl+Left Arrow
One word to the right	Ctrl+Right Arrow
One paragraph up	Ctrl+Up Arrow
One paragraph down	Ctrl+Down Arrow
One cell to the left (in a table)	Shift+Tab
One cell to the right (in a table)	Tab
Up one line	Up Arrow
Down one line	Down Arrow
To the end of a line	End
To the beginning of a line	Home
To the top of the window	Alt+Ctrl+Page Up
To the end of the window	Alt+Ctrl+Page Down

To move	Press
Up one screen (scrolling)	Page Up
Down one screen (scrolling)	Page Down
To the top of the next page	Ctrl+Page Down
To the top of the previous page	Ctrl+Page Up
To the end of a document	Ctrl+End
To the beginning of a document	Ctrl+Home
To a previous revision	Shift+F5
After opening a document, to the location you were working in when the document was last closed	Shift+F5

Insert or mark Table of Contents, footnotes, and citations

To do this	Press
Mark a table of contents entry.	Alt+Shift+O
Mark a table of authorities entry (citation).	Alt+Shift+I
Mark an index entry.	Alt+Shift+X
Insert a footnote.	Alt+Ctrl+F
Insert an endnote.	Alt+Ctrl+D
Go to next footnote (in Word 2016).	Alt+Shift+>
Go to previous footnote (in Word 2016).	Alt+Shift+<
Go to "Tell me what you want to do" and Smart Lookup (in Word 2016).	Alt+Q

Work with documents in different views

Word offers several different views of a document. Each view makes it easier to do certain tasks. For example, Read Mode enables you to present two pages of the document side by side, and to use an arrow navigation to move to the next page.

Switch to another view of the document

To do this	Press
Switch to Read Mode view	Alt+W, F
Switch to Print Layout view.	Alt+Ctrl+P

Switch to Outline view.	Alt+Ctrl+O
Switch to Draft view.	Alt+Ctrl+N

Work with headings in Outline view

These shortcuts only apply if a document is in Outline view.

To do this	Press
Promote a paragraph.	Alt+Shift+Left Arrow
Demote a paragraph.	Alt+Shift+Right Arrow
Demote to body text.	Ctrl+Shift+N
Move selected paragraphs up.	Alt+Shift+Up Arrow
Move selected paragraphs down.	Alt+Shift+Down Arrow
Expand text under a heading.	Alt+Shift+Plus Sign
Collapse text under a heading.	Alt+Shift+Minus Sign
Expand or collapse all text or headings.	Alt+Shift+A
Hide or display character formatting.	The slash (/) key on the numeric keypad
Show the first line of text or all text.	Alt+Shift+L
Show all headings with the Heading 1 style.	Alt+Shift+1
Show all headings up to Heading n.	Alt+Shift+n
Insert a tab character.	Ctrl+Tab

Navigate in Read Mode view

To do this	Press
Go to beginning of document.	Home
Go to end of document.	End
Go to page n.	n (n is the page number you want to go to), Enter
Exit Read mode.	Esc

Edit and move text and graphics

Select text and graphics

- Select text by holding down Shift and using the arrow keys to move the cursor

Extend a selection

To do this	Press
Turn extend mode on.	F8
Select the nearest character.	F8, and then press Left Arrow or Right Arrow
Increase the size of a selection.	F8 (press once to select a word, twice to select a sentence, and so on)
Reduce the size of a selection.	Shift+F8
Turn extend mode off.	Esc
Extend a selection one character to the right.	Shift+Right Arrow
Extend a selection one character to the left.	Shift+Left Arrow
Extend a selection to the end of a word.	Ctrl+Shift+Right Arrow
Extend a selection to the beginning of a word.	Ctrl+Shift+Left Arrow
Extend a selection to the end of a line.	Shift+End
Extend a selection to the beginning of a line.	Shift+Home
Extend a selection one line down.	Shift+Down Arrow
Extend a selection one line up.	Shift+Up Arrow
Extend a selection to the end of a paragraph.	Ctrl+Shift+Down Arrow
Extend a selection to the beginning of a paragraph.	Ctrl+Shift+Up Arrow
Extend a selection one screen down.	Shift+Page Down
Extend a selection one screen up.	Shift+Page Up
Extend a selection to the beginning of a document.	Ctrl+Shift+Home
Extend a selection to the end of a document.	Ctrl+Shift+End
Extend a selection to the end of a window.	Alt+Ctrl+Shift+Page Down

To do this	Press
Extend a selection to include the entire document.	Ctrl+A
Select a vertical block of text.	Ctrl+Shift+F8, and then use the arrow keys; press Esc to cancel selection mode
Extend a selection to a specific location in a document.	F8+arrow keys; press Esc to cancel selection mode

Delete text and graphics

To do this	Press
Delete one character to the left.	Backspace
Delete one word to the left.	Ctrl+Backspace
Delete one character to the right.	Delete
Delete one word to the right.	Ctrl+Delete
Cut selected text to the Office Clipboard.	Ctrl+X
Undo the last action.	Ctrl+Z
Cut to the Spike. (Spike is a feature that allows you to collect groups of text from different locations and paste them in another location).	Ctrl+F3

Copy and move text and graphics

To do this	Press
Open the Office Clipboard	Press Alt+H to move to the Home tab, and then press F,O.
Copy selected text or graphics to the Office Clipboard.	Ctrl+C
Cut selected text or graphics to the Office Clipboard.	Ctrl+X
Paste the most recent addition or pasted item from the Office Clipboard.	Ctrl+V
Move text or graphics once.	F2 (then move the cursor and press Enter)
Copy text or graphics once.	Shift+F2 (then move the cursor and press Enter)
When text or an object is selected, open the Create New Building Block dialog box.	Alt+F3
When the building block — for example, a SmartArt graphic — is selected, display the shortcut menu that is associated with it.	Shift+F10
Cut to the Spike.	Ctrl+F3
Paste the Spike contents.	Ctrl+Shift+F3
Copy the header or footer used in the previous section of the document.	Alt+Shift+R

Edit and navigate tables

Select text and graphics in a table

To do this	Press
Select the next cell's contents.	Tab
Select the preceding cell's contents.	Shift+Tab
Extend a selection to adjacent cells.	Hold down Shift and press an arrow key repeatedly

To do this	Press
Select a column.	Use the arrow keys to move to the column's top or bottom cell, and then do one of the following:
Press Shift+Alt+Page Down to select the column from top to bottom.	Press Shift+Alt+Page Up to select the column from bottom to top.
Select an entire row	Use arrow keys to move to end of the row, either the first cell (leftmost) in the row or to the last cell (rightmost) in the row.
From the first cell in the row, press Shift+Alt+End to select the row from left to right.	From the last cell in the row, press Shift+Alt+Home to select the row from right to left.
Extend a selection (or block).	Ctrl+Shift+F8, and then use the arrow keys; press Esc to cancel selection mode
Select an entire table.	Alt+5 on the numeric keypad (with Num Lock off)

Move around in a table

To move	Press
To the next cell in a row	Tab
To the previous cell in a row	Shift+Tab
To the first cell in a row	Alt+Home
To the last cell in a row	Alt+End
To the first cell in a column	Alt+Page Up
To the last cell in a column	Alt+Page Down
To the previous row	Up Arrow
To the next row	Down Arrow
Row up	Alt+Shift+Up Arrow
Row down	Alt+Shift+Down Arrow

Insert paragraphs and tab characters in a table

To insert	Press
New paragraphs in a cell	Enter
Tab characters in a cell	Ctrl+Tab

Format characters and paragraphs

Format characters

To do this	Press
Open the Font dialog box to change the formatting of characters.	Ctrl+D
Change the case of letters.	Shift+F3
Format all letters as capitals.	Ctrl+Shift+A
Apply bold formatting.	Ctrl+B
Apply an underline.	Ctrl+U
Underline words but not spaces.	Ctrl+Shift+W
Double-underline text.	Ctrl+Shift+D
Apply hidden text formatting.	Ctrl+Shift+H
Apply italic formatting.	Ctrl+I
Format letters as small capitals.	Ctrl+Shift+K
Apply subscript formatting (automatic spacing).	Ctrl+Equal Sign
Apply superscript formatting (automatic spacing).	Ctrl+Shift+Plus Sign
Remove manual character formatting.	Ctrl+Spacebar
Change the selection to the Symbol font.	Ctrl+Shift+Q

Change or re-size the font

To do this	Press
Open the Font dialog box to change the font.	Ctrl+Shift+F
Increase the font size.	Ctrl+Shift+>
Decrease the font size.	Ctrl+Shift+<
Increase the font size by 1 point.	Ctrl+]
Decrease the font size by 1 point.	Ctrl+[

Copy formatting

To do this	Press
Copy formatting from text.	Ctrl+Shift+C
Apply copied formatting to text.	Ctrl+Shift+V

Change paragraph alignment

To do this	Press
Switch a paragraph between centered and left-aligned.	Ctrl+E
Switch a paragraph between justified and left-aligned.	Ctrl+J
Switch a paragraph between right-aligned and left-aligned.	Ctrl+R
Left align a paragraph.	Ctrl+L
Indent a paragraph from the left.	Ctrl+M
Remove a paragraph indent from the left.	Ctrl+Shift+M
Create a hanging indent.	Ctrl+T
Reduce a hanging indent.	Ctrl+Shift+T
Remove paragraph formatting.	Ctrl+Q

Copy and review text formats

To do this	Press
Display nonprinting characters.	Ctrl+Shift+* (asterisk on numeric keypad does not work)
Review text formatting.	Shift+F1 (then click the text with the formatting you want to review)
Copy formats.	Ctrl+Shift+C
Paste formats.	Ctrl+Shift+V

Set line spacing

To do this	Press
Single-space lines.	Ctrl+1
Double-space lines.	Ctrl+2
Set 1.5-line spacing.	Ctrl+5
Add or remove one line space preceding a paragraph.	Ctrl+0 (zero)

Apply Styles to paragraphs

To do this	Press
Open Apply Styles task pane.	Ctrl+Shift+S
Open Styles task pane.	Alt+Ctrl+Shift+S
Start AutoFormat.	Alt+Ctrl+K
Apply the Normal style.	Ctrl+Shift+N
Apply the Heading 1 style.	Alt+Ctrl+1
Apply the Heading 2 style.	Alt+Ctrl+2
Apply the Heading 3 style.	Alt+Ctrl+3

To close the Styles task pane

1. If the Styles task pane is not selected, press F6 to select it.

2. Press Ctrl+Spacebar.

3. Use the arrow keys to select Close, and then press Enter.

Insert special characters

To insert this	Press
A field	Ctrl+F9
A line break	Shift+Enter
A page break	Ctrl+Enter
A column break	Ctrl+Shift+Enter
An em dash	Alt+Ctrl+Minus Sign (on the numeric keypad)
An en dash	Ctrl+Minus Sign (on the numeric keypad)
An optional hyphen	Ctrl+Hyphen

To insert this	Press
A nonbreaking hyphen	Ctrl+Shift+Hyphen
A nonbreaking space	Ctrl+Shift+Spacebar
The copyright symbol	Alt+Ctrl+C
The registered trademark symbol	Alt+Ctrl+R
The trademark symbol	Alt+Ctrl+T
An ellipsis	Alt+Ctrl+Period
A single opening quotation mark	Ctrl+`(single quotation mark), `(single quotation mark)
A single closing quotation mark	Ctrl+' (single quotation mark), ' (single quotation mark)
Double opening quotation marks	Ctrl+` (single quotation mark), Shift+' (single quotation mark)
Double closing quotation marks	Ctrl+' (single quotation mark), Shift+' (single quotation mark)
An AutoText entry	Enter (after you type the first few characters of the AutoText entry name and when the ScreenTip appears)

Insert characters by using character codes

To do this	Press
Insert the Unicode character for the specified Unicode (hexadecimal) character code. For example, to insert the euro currency symbol (€), type 20AC, and then hold down Alt and press X.	The character code, Alt+X
Find out the Unicode character code for the selected character	Alt+X
Insert the ANSI character for the specified ANSI (decimal) character code. For example, to insert the euro currency symbol, hold down Alt and press 0128 on the numeric keypad.	Alt+the character code (on the numeric keypad)

Insert and edit objects

Insert an object

1. Press Alt, N, J, and then J to open the Object dialog box.

2. Do one of the following.

   o Press Down Arrow to select an object type, and then press Enter to create an object.

   o Press Ctrl+Tab to switch to the Create from File tab, press Tab, and then type the file name of the object that you want to insert or browse to the file.

Edit an object

1. With the cursor positioned to the left of the object in your document, select the object by pressing Shift+Right Arrow.
2. Press Shift+F10.
3. Press the Tab key to get to Object name, press Enter, and then press Enter again.

Insert SmartArt graphics

1. Press and release Alt, N, and then M to select SmartArt.

2. Press the arrow keys to select the type of graphic that you want.

3. Press Tab, and then press the arrow keys to select the graphic that you want to insert.

4. Press Enter.

Insert WordArt

1. Press and release Alt, N, and then W to select WordArt.

2. Press the arrow keys to select the WordArt style that you want, and then press Enter.

3. Type the text that you want.

4. Press Esc to select the WordArt object, and then use the arrow keys to move the object.

5. Press Esc again to return to return to the document.

Mail merge and fields

Note: You must press Alt+M, or click Mailings, to use these keyboard shortcuts.

Perform a mail merge

To do this	Press
Preview a mail merge.	Alt+Shift+K
Merge a document.	Alt+Shift+N
Print the merged document.	Alt+Shift+M
Edit a mail-merge data document.	Alt+Shift+E
Insert a merge field.	Alt+Shift+F

Work with fields

To do this	Press
Insert a DATE field.	Alt+Shift+D
Insert a LISTNUM field.	Alt+Ctrl+L
Insert a Page field.	Alt+Shift+P
Insert a TIME field.	Alt+Shift+T
Insert an empty field.	Ctrl+F9
Update linked information in a Microsoft Word source document.	Ctrl+Shift+F7
Update selected fields.	F9
Unlink a field.	Ctrl+Shift+F9
Switch between a selected field code and its result.	Shift+F9
Switch between all field codes and their results.	Alt+F9
Run GOTOBUTTON or MACROBUTTON from the field that displays the field results.	Alt+Shift+F9
Go to the next field.	F11
Go to the previous field.	Shift+F11
Lock a field.	Ctrl+F11
Unlock a field.	Ctrl+Shift+F11

Language Bar

Set proofing language

Every document has a default language, typically the same default language as your computer's operating system. But If your document also contains words or phrases in a different language, it's a good idea to set the proofing language for those words. This not only makes it possible to check spelling and grammar for those phrases, it makes it possible for assistive technologies like screen readers to handle them.

To do this	Press
Open the Set Proofing Language dialog box	Alt+R, U, L
Review list of proofing languages	Down Arrow
Set default languages	Alt+R, L

Turn on East Asian Input Method Editors

To do this	Press
Turn Japanese Input Method Editor (IME) on 101 keyboard on or off.	Alt+~
Turn Korean Input Method Editor (IME) on 101 keyboard on or off.	Right Alt
Turn Chinese Input Method Editor (IME) on 101 keyboard on or off.	Ctrl+Spacebar

Function key reference

Function keys

To do this	Press
Get Help or visit Office.com.	F1
Move text or graphics.	F2
Repeat the last action.	F4
Choose the Go To command (Home tab).	F5
Go to the next pane or frame.	F6

To do this	Press
Choose the Spelling command (Review tab).	F7
Extend a selection.	F8
Update the selected fields.	F9
Show KeyTips.	F10
Go to the next field.	F11
Choose the Save As command.	F12

Shift+Function keys

To do this	Press
Start context-sensitive Help or reveal formatting.	Shift+F1
Copy text.	Shift+F2
Change the case of letters.	Shift+F3
Repeat a Find or Go To action.	Shift+F4
Move to the last change.	Shift+F5
Go to the previous pane or frame (after pressing F6).	Shift+F6
Choose the Thesaurus command (Review tab, Proofing group).	Shift+F7
Reduce the size of a selection.	Shift+F8
Switch between a field code and its result.	Shift+F9
Display a shortcut menu.	Shift+F10
Go to the previous field.	Shift+F11
Choose the Save command.	Shift+F12

Ctrl+Function keys

To do this	Press
Expand or collapse the ribbon.	Ctrl+F1
Choose the Print Preview command.	Ctrl+F2
Cut to the Spike.	Ctrl+F3
Close the window.	Ctrl+F4
Go to the next window.	Ctrl+F6
Insert an empty field.	Ctrl+F9
Maximize the document window.	Ctrl+F10
Lock a field.	Ctrl+F11
Choose the Open command.	Ctrl+F12

Ctrl+Shift+Function keys

To do this	Press
Insert the contents of the Spike.	Ctrl+Shift+F3
Edit a bookmark.	Ctrl+Shift+F5
Go to the previous window.	Ctrl+Shift+F6
Update linked information in a Word source document.	Ctrl+Shift+F7
Extend a selection or block.	Ctrl+Shift+F8, and then press an arrow key
Unlink a field.	Ctrl+Shift+F9
Unlock a field.	Ctrl+Shift+F11
Choose the Print command.	Ctrl+Shift+F12

Alt+Function keys

To do this	Press
Go to the next field.	Alt+F1
Create a new Building Block.	Alt+F3
Exit Word.	Alt+F4
Restore the program window size.	Alt+F5
Move from an open dialog box back to the document, for dialog boxes that support this behavior.	Alt+F6
Find the next misspelling or grammatical error.	Alt+F7
Run a macro.	Alt+F8
Switch between all field codes and their results.	Alt+F9
Display the Selection task pane.	Alt+F10
Display Microsoft Visual Basic code.	Alt+F11

Alt+Shift+Function keys

To do this	Press
Go to the previous field.	Alt+Shift+F1
Choose the Save command.	Alt+Shift+F2
Run GOTOBUTTON or MACROBUTTON from the field that displays the field results.	Alt+Shift+F9
Display a menu or message for an available action.	Alt+Shift+F10
Choose Table of Contents button in the Table of Contents container when the container is active.	Alt+Shift+F12

Ctrl+Alt+Function keys

To do this	Press
Display Microsoft System Information.	Ctrl+Alt+F1
Choose the Open command.	Ctrl+Alt+F2

MS Excel 2016

Keyboard shortcuts for

Microsoft Excel

Frequently used shortcuts

This table lists the most frequently used shortcuts in Excel 2016.

To do this	Press
Close a spreadsheet	Ctrl+W
Open a spreadsheet	Ctrl+O
Go to the Home tab	Alt+H
Save a spreadsheet	Ctrl+S
Copy	Ctrl+C
Paste	Ctrl+V
Undo	Ctrl+Z
Remove cell contents	Delete key
Choose a fill color	Alt+H, H
Cut	Ctrl+X
Go to Insert tab	Alt+N
Bold	Ctrl+B
Center align cell contents	Alt+H, A, then C
Go to Page Layout tab	Alt+P
Go to Data tab	Alt+A
Go to View tab	Alt+W
Format a cell from context menu	Shift+F10, or Context key
Add borders	Alt+H, B
Delete column	Alt+H,D, then C
Go to Formula tab	Alt+M

Keyboard shortcuts to navigate the Ribbon

If you're new to the Ribbon, the information in this section can help you understand the Ribbon's keyboard shortcut model. The Ribbon comes with new shortcuts, called **Access Keys.** To see visible key tips for the access keys, just press the Alt key.

To display a tab on the Ribbon, press the Alt key plus the letter for the tab—for example, press Alt+ N for the **Insert** tab or Alt+M for the **Formulas** tab. When you display a tab this way, the Key Tip badges for that tab's buttons also appear. Then, press the key for the button you want.

- To go to the Ribbon, press Alt, and then, to move between tabs, use the Right Arrow and Left Arrow keys.
- To hide the Ribbon so you have more room to work, press Ctrl+F1. Repeat to display the Ribbon again.

Go to the access keys for the Ribbon

To go directly to a tab on the Ribbon, press one of the following access keys:

To do this	Press
Open the Tell me box on the Ribbon and type a search term for assistance or Help content.	Alt+Q, and then enter the search term.
Open the **File** page and use Backstage view.	Alt+F
Open the **Home** tab and format text and numbers and use the Find tool.	Alt+H
Open the **Insert** tab and insert PivotTables, charts, add-ins, Sparklines, pictures, shapes, headers, or text boxes.	Alt+N
Open the **Draw** tab to select a drawing tool, color and line thickness.	Alt+JI
Open the **Page Layout** tab and work with themes, page setup, scale, and alignment.	Alt+P

To do this	Press
Open the **Formulas** tab and insert, trace, and customize functions and calculations.	Alt+M
Open the **Data** tab and connect to, sort, filter, analyze, and work with data.	Alt+A
Open the **Review** tab and check spelling, add comments, and protect sheets and workbooks.	Alt+R
Open the **View** tab and preview page breaks and layouts, show and hide gridlines and headings, set zoom magnification, manage windows and panes, and view macros.	Alt+W

Work in the Ribbon tabs and menus with the keyboard

To do this	Press
Select the active tab of the Ribbon, and activate the access keys.	Alt or F10. To move to a different tab, use access keys or the arrow keys.
Move the focus to commands on the Ribbon.	Tab or Shift+Tab
Move down, up, left, or right, respectively, among the items on the Ribbon.	The Down Arrow, Up Arrow, Left Arrow, or Right Arrow key
Activate a selected button.	Spacebar or Enter
Open the list for a selected command.	The Down Arrow key
Open the menu for a selected button.	Alt+Down Arrow
When a menu or submenu is open, move to the next command.	Down Arrow key
Expand or collapse the Ribbon.	Ctrl+F1
Open a context menu.	Shift+F10 or Context key (Windows keyboard only)
Move to the submenu when a main menu is open or selected.	Left Arrow key

Reference: Keyboard shortcuts in Excel 2016

Navigate in cells: keyboard shortcuts

To do this	Press
Move to the previous cell in a worksheet or the previous option in a dialog box.	Shift+Tab
Move one cell up in a worksheet.	Up Arrow key
Move one cell down in a worksheet.	Down Arrow key
Move one cell left in a worksheet.	Left Arrow key
Move one cell right in a worksheet.	Right Arrow key
Move to the edge of the current data region in a worksheet.	Ctrl+Arrow key
Enter End mode, move to the next nonblank cell in the same column or row as the active cell, and turn off End mode. If the cells are blank, move to the last cell in the row or column.	End, Arrow key
Move to the last cell on a worksheet, to the lowest used row of the rightmost used column.	Ctrl+End
Extend the selection of cells to the last used cell on the worksheet (lower-right corner).	Ctrl+Shift+End
Move to the cell in the upper-left corner of the window when Scroll Lock is turned on.	Home+Scroll Lock
Move to the beginning of a row in a worksheet. Home Move to the beginning of a worksheet.	Ctrl+Home
Move one screen down in a worksheet.	Page Down
Move to the next sheet in a workbook.	Ctrl+Page Down
Move one screen to the right in a worksheet.	Alt+Page Down
Move one screen up in a worksheet.	Page Up
Move one screen to the left in a worksheet.	Alt+Page Up
Move to the previous sheet in a workbook.	Ctrl+Page Up
Move one cell to the right in a worksheet. Or, in a protected worksheet, move between unlocked cells.	Tab

Format in cells: keyboard shortcuts

To do this	Press
Format a cell by using the Format Cells dialog box.	Ctrl+1
Format fonts in the Format Cells dialog box.	Ctrl+Shift+F or Ctrl+Shift+P
Edit the active cell and put the insertion point at the end of its contents. Or, if editing is turned off for the cell, move the insertion point into the formula bar. If editing a formula, toggle Point mode off or on so you can use arrow keys to create a reference.	F2
Add or edit a cell comment.	Shift+F2
Insert blank cells with the Insert dialog box.	Ctrl+Shift+Plus (+)
Display the Delete dialog box to delete selected cells.	Ctrl+Minus (-)
Enter the current time.	Ctrl+Shift+colon (:)
Enter the current date.	Ctrl+semi-colon (;)
Switch between displaying cell values or formulas in the worksheet.	Ctrl+grave accent (`)
Copy a formula from the cell above the active cell into the cell or the Formula Bar.	Ctrl+apostrophe (')
Move the selected cells.	Ctrl+X
Copy the selected cells.	Ctrl+C
Paste content at the insertion point, replacing any selection.	Ctrl+V
Paste content by using the Paste Special dialog box.	Ctrl+Alt+V
Italicize text or remove italic formatting.	Ctrl+I or Ctrl+3
Bold text or remove bold formatting.	Ctrl+B or Ctrl+2
Underline text or remove underline.	Ctrl+U or Ctrl+4
Apply or remove strikethrough formatting.	Ctrl+5
Switch between hiding objects, displaying objects, and displaying placeholders for objects.	Ctrl+6
Apply an outline border to the selected cells.	Ctrl+Shift+ampersand (&)

To do this	Press
Remove the outline border from the selected cells.	Ctrl+Shift+underline (_)
Display or hide the outline symbols.	Ctrl+8
Hide the selected rows.	Ctrl+9
Hide the selected columns.	Ctrl+0
Use the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.	Ctrl+D
Use the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right.	Ctrl+R
Apply the General number format.	Ctrl+Shift+tilde (~)
Apply the Currency format with two decimal places (negative numbers in parentheses).	Ctrl+Shift+dollar sign ($)
Apply the Percentage format with no decimal places.	Ctrl+Shift+percent (%)
Apply the Scientific number format with two decimal places.	Ctrl+Shift+caret (^)
Apply the Date format with the day, month, and year.	Ctrl+Shift+number sign (#)
Apply the Time format with the hour and minute, and AM or PM.	Ctrl+Shift+at sign (@)
Apply the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.	Ctrl+Shift+exclamation point (!)
Create or edit a hyperlink.	Ctrl+K
Check spelling in the active worksheet or selected range.	F7
Display the Quick Analysis options for selected cells that contain data.	Ctrl+Q
Display the Create Table dialog box.	Ctrl+L or Ctrl+T

Make selections and perform actions: keyboard shortcuts

To do this	Press
Select the entire worksheet.	Ctrl+A or Ctrl+Shift+Spacebar
Select the current and next sheet in a workbook.	Ctrl+Shift+Page Down
Select the current and previous sheet in a workbook.	Ctrl+Shift+Page Up
Extend the selection of cells by one cell.	Shift+arrow key
Extend the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, to the next nonblank cell.	Ctrl+Shift+arrow key
Turn extend mode on and use the arrow keys to extend a selection. Press again to turn off.	Turn extend mode on and use the arrow keys to extend a selection. Press again to turn off. F8
Add a non-adjacent cell or range to a selection of cells by using the arrow keys.	Shift+F8
Start a new line in the same cell.	Alt+Enter
Fill the selected cell range with the current entry.	Ctrl+Enter
Complete a cell entry and select the cell above.	Shift+Enter
Select an entire column in a worksheet.	Ctrl+Spacebar
Select an entire row in a worksheet.	Shift+Spacebar
Select all objects on a worksheet when an object is selected.	Ctrl+Shift+Spacebar
Extend the selection of cells to the beginning of the worksheet.	Ctrl+Shift+Home
Select the current region if the worksheet contains data. Press a second time to select the current region and its summary rows. Press a third time to select the entire worksheet.	Ctrl+A or Ctrl+Shift+Spacebar

To do this	Press
Select the current region around the active cell or select an entire PivotTable report.	Ctrl+Shift+asterisk (*)
Select the first command on the menu when a menu or submenu is visible.	Home
Repeat the last command or action, if possible.	Ctrl+Y
Undo the last action.	Ctrl+Z

Work with data, functions, and the formula bar: keyboard shortcuts

To do this	Press
Select an entire PivotTable report.	Ctrl+Shift+asterisk (*)
Edit the active cell and put the insertion point at the end of its contents. Or, if editing is turned off for the cell, move the insertion point into the formula bar. If editing a formula, toggle Point mode off or on so you can use arrow keys to create a reference.	F2
Expand or collapse the formula bar.	Ctrl+Shift+U
Cancel an entry in the cell or Formula Bar.	Esc
Complete an entry in the formula bar and select the cell below.	Enter
Move the cursor to the end of the text when in the formula bar.	Ctrl+End
Select all text in the formula bar from the cursor position to the end.	Ctrl+Shift+End
Calculate all worksheets in all open workbooks.	F9
Calculate the active worksheet.	Shift+F9
Calculate all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.	Ctrl+Alt+F9
Check dependent formulas, and then calculate all cells in all open workbooks, including cells not marked as needing to be calculated.	Ctrl+Alt+Shift+F9
Display the menu or message for an Error Checking button.	Alt+Shift+F10

To do this	Press
Display the Function Arguments dialog box when the insertion point is to the right of a function name in a formula.	Ctrl+A
Insert argument names and parentheses when the insertion point is to the right of a function name in a formula.	Ctrl+Shift+A
Invoke Flash Fill to automatically recognize patterns in adjacent columns and fill the current column	Ctrl+E
Cycle through all combinations of absolute and relative references in a formula if a cell reference or range is selected.	F4
Insert a function.	Shift+F3
Copy the value from the cell above the active cell into the cell or the formula bar.	Ctrl+Shift+straight quotation mark (")
Create an embedded chart of the data in the current range.	Alt+F1
Create a chart of the data in the current range in a separate Chart sheet.	F11
Define a name to use in references.	Alt+M, M, D
Paste a name from the Paste Name dialog box (if names have been defined in the workbook.	F3
Move to the first field in the next record of a data form.	Enter
Create, run, edit, or delete a macro.	Alt+F8
Open the Microsoft Visual Basic For Applications Editor.	Alt+F11

Function keys

Key	Description
F1	Displays the **Excel Help** task pane. Ctrl+F1 displays or hides the ribbon. Alt+F1 creates an embedded chart of the data in the current range. Alt+Shift+F1 inserts a new worksheet.
F2	Edit the active cell and put the insertion point at the end of its contents. Or, if editing is turned off for the cell, move the insertion point into the formula bar.

Key	Description
	If editing a formula, toggle Point mode off or on so you can use arrow keys to create a reference. Shift+F2 adds or edits a cell comment. Ctrl+F2 displays the print preview area on the **Print** tab in the Backstage view.
F3	Displays the **Paste Name** dialog box. Available only if names have been defined in the workbook (**Formulas** tab, **Defined Names** group, **Define Name**). Shift+F3 displays the **Insert Function** dialog box.
F4	Repeats the last command or action, if possible. When a cell reference or range is selected in a formula, F4 cycles through all the various combinations of absolute and relative references. Ctrl+F4 closes the selected workbook window. Alt+F4 closes Excel.
F5	Displays the **Go To** dialog box. Ctrl+F5 restores the window size of the selected workbook window.
F6	Switches between the worksheet, ribbon, task pane, and Zoom controls. In a worksheet that has been split (**View** menu, **Manage This Window**, **Freeze Panes**, **Split Window** command), F6 includes the split panes when switching between panes and the ribbon area. Shift+F6 switches between the worksheet, Zoom controls, task pane, and ribbon. Ctrl+F6 switches to the next workbook window when more than one workbook window is open.
F7	Displays the **Spelling** dialog box to check spelling in the active worksheet or selected range. Ctrl+F7 performs the **Move** command on the workbook window when it is not maximized. Use the arrow keys to move the window, and when finished press Enter, or Esc to cancel.
F8	Turns extend mode on or off. In extend mode, **Extended Selection** appears in the status line, and the arrow keys extend the selection.

Key	Description
	Shift+F8 enables you to add a nonadjacent cell or range to a selection of cells by using the arrow keys.
	Ctrl+F8 performs the **Size** command (on the **Control** menu for the workbook window) when a workbook is not maximized.
	Alt+F8 displays the **Macro** dialog box to create, run, edit, or delete a macro.
F9	Calculates all worksheets in all open workbooks.
	Shift+F9 calculates the active worksheet.
	Ctrl+Alt+F9 calculates all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.
	Ctrl+Alt+Shift+F9 rechecks dependent formulas, and then calculates all cells in all open workbooks, including cells not marked as needing to be calculated.
	Ctrl+F9 minimizes a workbook window to an icon.
F10	Turns key tips on or off. (Pressing Alt does the same thing.)
	Shift+F10 displays the shortcut menu for a selected item.
	Alt+Shift+F10 displays the menu or message for an Error Checking button.
	Ctrl+F10 maximizes or restores the selected workbook window.
F11	Creates a chart of the data in the current range in a separate Chart sheet.
	Shift+F11 inserts a new worksheet.
	Alt+F11 opens the Microsoft Visual Basic For Applications Editor, in which you can create a macro by using Visual Basic for Applications (VBA).
F12	Displays the **Save As** dialog box.

Other useful shortcut keys

Key	Description
Alt	Displays the Key Tips (new shortcuts) on the ribbon.
	For example,
	Alt, W, P switches the worksheet to Page Layout view.
	Alt, W, L switches the worksheet to Normal view.

Key	Description
	Alt, W, I switches the worksheet to Page Break Preview view.
Arrow Keys	Move one cell up, down, left, or right in a worksheet. Ctrl+Arrow Key moves to the edge of the current data region in a worksheet. Shift+Arrow Key extends the selection of cells by one cell. Ctrl+Shift+Arrow Key extends the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, extends the selection to the next nonblank cell. Left Arrow or Right Arrow selects the tab to the left or right when the ribbon is selected. When a submenu is open or selected, these arrow keys switch between the main menu and the submenu. When a ribbon tab is selected, these keys navigate the tab buttons. Down Arrow or Up Arrow selects the next or previous command when a menu or submenu is open. When a ribbon tab is selected, these keys navigate up or down the tab group. In a dialog box, arrow keys move between options in an open drop-down list, or between options in a group of options. Down Arrow or Alt+Down Arrow opens a selected drop-down list.
Backspace	Deletes one character to the left in the Formula Bar. Also clears the content of the active cell. In cell editing mode, it deletes the character to the left of the insertion point.
Delete	Removes the cell contents (data and formulas) from selected cells without affecting cell formats or comments.

Key	Description
	In cell editing mode, it deletes the character to the right of the insertion point.
End	End turns End mode on or off. In End mode, you can press an arrow key to move to the next nonblank cell in the same column or row as the active cell. End mode turns off automatically after pressing the arrow key. Make sure to press End again before pressing the next arrow key. End mode is shown in the status bar when it is on.

If the cells are blank, pressing End followed by an arrow key moves to the last cell in the row or column.

End also selects the last command on the menu when a menu or submenu is visible.

Ctrl+End moves to the last cell on a worksheet, to the lowest used row of the rightmost used column. If the cursor is in the formula bar, Ctrl+End moves the cursor to the end of the text.

Ctrl+Shift+End extends the selection of cells to the last used cell on the worksheet (lower-right corner). If the cursor is in the formula bar, Ctrl+Shift+End selects all text in the formula bar from the cursor position to the end—this does not affect the height of the formula bar. |
| Enter | Completes a cell entry from the cell or the Formula Bar, and selects the cell below (by default).

In a data form, it moves to the first field in the next record.

Opens a selected menu (press F10 to activate the menu bar) or performs the action for a selected command.

In a dialog box, it performs the action for the default command button in the dialog box (the button with the bold outline, often the **OK** button).

Alt+Enter starts a new line in the same cell. |

Key	Description
	Ctrl+Enter fills the selected cell range with the current entry. Shift+Enter completes a cell entry and selects the cell above.
Esc	Cancels an entry in the cell or Formula Bar. Closes an open menu or submenu, dialog box, or message window. It also closes full screen mode when this mode has been applied, and returns to normal screen mode to display the ribbon and status bar again.
Home	Moves to the beginning of a row in a worksheet. Moves to the cell in the upper-left corner of the window when Scroll Lock is turned on. Selects the first command on the menu when a menu or submenu is visible. Ctrl+Home moves to the beginning of a worksheet. Ctrl+Shift+Home extends the selection of cells to the beginning of the worksheet.
Page Down	Moves one screen down in a worksheet. Alt+Page Down moves one screen to the right in a worksheet. Ctrl+Page Down moves to the next sheet in a workbook. Ctrl+Shift+Page Down selects the current and next sheet in a workbook.
Page Up	Moves one screen up in a worksheet. Alt+Page Up moves one screen to the left in a worksheet. Ctrl+Page Up moves to the previous sheet in a workbook. Ctrl+Shift+Page Up selects the current and previous sheet in a workbook.

Key	Description
Spacebar	In a dialog box, performs the action for the selected button, or selects or clears a check box. Ctrl+Spacebar selects an entire column in a worksheet. Shift+Spacebar selects an entire row in a worksheet. Ctrl+Shift+Spacebar selects the entire worksheet. If the worksheet contains data, Ctrl+Shift+Spacebar selects the current region. Pressing Ctrl+Shift+Spacebar a second time selects the current region and its summary rows. Pressing Ctrl+Shift+Spacebar a third time selects the entire worksheet. When an object is selected, Ctrl+Shift+Spacebar selects all objects on a worksheet. Alt+Spacebar displays the **Control** menu for the Excel window.
Tab	Moves one cell to the right in a worksheet. Moves between unlocked cells in a protected worksheet. Moves to the next option or option group in a dialog box. Shift+Tab moves to the previous cell in a worksheet or the previous option in a dialog box. Ctrl+Tab switches to the next tab in dialog box. Ctrl+Shift+Tab switches to the previous tab in a dialog box.

MS PowerPoint 2016

Keyboard shortcuts for Microsoft PowerPoint

Frequently used shortcuts

The following table itemizes the most frequently used shortcuts in PowerPoint.

To do this	Press
Make selected text bold.	Ctrl+B
Change the font size for selected text.	Alt+H, F, and then S
Change the zoom for the slide.	Alt+W, Q
Cut selected text, object, or slide.	Ctrl+X
Copy selected text, object, or slide.	Ctrl+C
Paste cut or copied text, object, or slide.	Ctrl+V
Undo the last action.	Ctrl+Z
Save the presentation.	Ctrl+S
Insert a picture.	Alt+N, P
Insert a shape.	Alt+H, S, and then H
Select a theme.	Alt+G, H
Select a slide layout.	Alt+H, L
Go to the next slide.	Page Down
Go to the previous slide.	Page Up
Go to the Home tab.	Alt+H
Move to the Insert tab.	Alt+N
Start the slide show.	Alt+S,B
End the slide show.	Esc
Close PowerPoint.	Alt+F, X

Navigate the ribbon with only the keyboard

The ribbon is the strip at the top of PowerPoint, organized by tabs. Each tab displays a different ribbon, which is made up of groups, and each group includes one or more commands.

You can navigate the ribbon with just the keyboard. Access keys are special shortcuts that let you quickly use a command on the ribbon by pressing a few keys, regardless of where you are in PowerPoint. Every command in PowerPoint can be accessed by using an access key.

There are two ways to navigate the tabs in the ribbon:

- To get to the ribbon, press Alt, and then, to move between tabs, use the Right Arrow and Left Arrow keys.
- To go directly to a tab on the ribbon, press one of the following access keys:

To do this	Press
Open the File page.	Alt+F
Open the Home tab.	Alt+H
Open the Insert tab.	Alt+N
Open the Design tab.	Alt+G
Open the Transitions tab.	Alt+T
Open the Animations tab.	Alt+A
Open the Slide Show tab.	Alt+S
Open the Review tab.	Alt+R
Open the View tab.	Alt+W
Open the Tell me box.	Alt+Q, and then enter the search term

Note: Add-ins and other programs may add new tabs to the ribbon and may provide access keys for those tabs.

Work in ribbon tabs with the keyboard

- To move to the list of ribbon tabs, press Alt; to go directly to a tab, press a keyboard shortcut.
- To move between commands, press the Tab key or Shift+Tab. You move forward or backward through the commands in order. You can also press the arrow keys.
- Controls are activated in different ways, depending upon the type of control:

  - If the selected command is a button, to activate it, press Spacebar or Enter.
  - If the selected command is a split button (that is, a button that opens a menu of additional options), to activate it, press Alt+Down Arrow. Tab through the options. To select the current option, press Spacebar or Enter.
  - If the selected command is a list (such as the Font list), to open the list, press the Down Arrow key. Then, to move between items, press the arrow keys. When the item you want is selected, press Enter.
  - If the selected command is a gallery, to select the command, press the Spacebar or Enter. Then, tab through the items.

Change focus by using the keyboard

The following table lists some ways to move the focus using the keyboard.

To do this	Press
Select the active tab of the ribbon and activate the access keys.	Alt or F10. To move to a different tab, use access keys or the arrow keys.
Move the focus to commands on the ribbon.	Tab key or Shift+Tab
Move down, up, left, or right, respectively, among the items on the ribbon.	Down Arrow, Up Arrow, Left Arrow, or Right Arrow key
Expand or collapse the ribbon.	Ctrl+F1

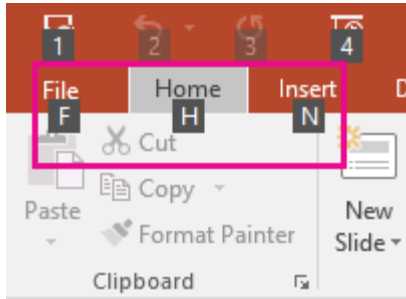| To do this	Press
Display the context menu for the selected item.	Shift+F10
Move the focus to a different pane.	F6
Move to the next or previous command on the ribbon.	Tab key or Shift+Tab
Activate the selected command or control on the ribbon.	Spacebar or Enter
Open the selected menu or gallery on the ribbon.	Spacebar or Enter
Open the selected list on the ribbon, such as the Font list.	Down Arrow key
Move between items in an opened menu or gallery.	Tab key
Finish modifying a value in a control on the ribbon, and move the focus back to the document.	Enter

Use access keys when you can see the Key Tips

In PowerPoint 2013 and later, you can use Key Tips to get to things on the ribbon. You can display Key Tips, which are the letters used to access commands, and then use them to navigate in the ribbon.
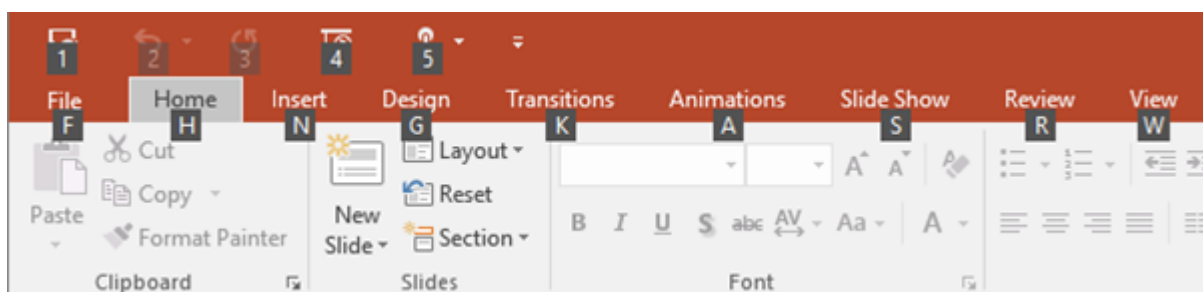
1. Press Alt. The Key Tips appear in small squares by each ribbon command.

2. To select a command, press the letter shown in the square Key Tip that appears by it. For example, press F to open the File Tab; H to open the Home Tab; N to open the Insert Tab, and so on.

Depending on which letter you press, you may be shown additional Key Tips. For example, if you press Alt+F, Backstage view opens on the Info page, which has a different set of Key Tips.

Move between panes

To do this	Press
Move clockwise among panes in Normal view.	F6
Move counterclockwise among panes in Normal view.	Shift+F6
Switch between the Thumbnail pane and the Outline View pane.	Ctrl+Shift+Tab

Work in an outline

To do this	Press
Promote a paragraph.	Alt+Shift+Left Arrow
Demote a paragraph.	Alt+Shift+Right Arrow
Move selected paragraphs up.	Alt+Shift+Up Arrow
Move selected paragraphs down.	Alt+Shift+Down Arrow
Show heading level 1	Alt+Shift+1
Expand text below a heading.	Alt+Shift+Plus Sign (+)
Collapse text below a heading.	Alt+Shift+Minus Sign (-)

Work with shapes, pictures, boxes, objects, and WordArt

Insert a shape

1. To select Shapes, press Alt+N, S, and then H.
2. Use the arrow keys to move through the categories of shapes, and select the shape you want.
3. Press Ctrl+Enter to insert the shape.

Insert a text box

1. Press Alt+N, X.
2. Press Ctrl+Enter to insert the text box.

Insert an object

1. To select Object, press Alt+N, and J .
2. To move the focus to the Object type list, press Tab.
3. Press Ctrl+Enter to insert the object.

Insert WordArt

1. To select WordArt, press Alt+N, W .
2. Use the arrow keys to select the WordArt style you want, and press Enter.
3. Type your text.

Select a shape

Note: If your cursor is within text, press Esc before using this shortcut.

- To select a single shape, press the Tab key to cycle forward (or Shift+Tab to cycle backward) through the objects until sizing handles appear on the object you want.

Group or ungroup shapes, pictures, and WordArt objects

- To group shapes, pictures, or WordArt objects, select the items that you want to group, and press Ctrl+G.
- To ungroup a group, select the group, and press Ctrl+Shift+G.

Copy the attributes of a shape

1. Select the shape with the attributes you want to copy.

   Note: If you select a shape with text, you copy the look and style of the text in addition to the attributes of the shape.

2. To copy the object attributes, press Ctrl+Shift+C.
3. To select the object you want to copy the attributes to, press the Tab key or Shift+Tab .
4. To paste the attributes of the shape to the selected object, press Ctrl+Shift+V.

Select and edit text and objects

Select text and objects

To do this	Press
Select one character to the right.	Shift+Right Arrow
Select one character to the left.	Shift+Left Arrow
Select to the end of a word.	Ctrl+Shift+Right Arrow
Select to the beginning of a word.	Ctrl+Shift+Left Arrow
Select one line up (with the cursor at the beginning of a line).	Shift+Up Arrow
Select one line down (with the cursor at the beginning of a line).	Shift+Down Arrow
Select an object (when the text inside the object is selected).	ESC
Select another object (when one object is selected).	Tab or Shift+Tab until the object you want is selected
Send object back one position.	Ctrl+[
Send object forward one position.	Ctrl+]
Send object to back.	Ctrl+Shift+[
Send object to front.	Ctrl+Shift+]
Select text within an object (with an object selected).	Enter

To do this	Press
Select all objects.	Ctrl+A (on the Slides tab)
Play or pause media.	Ctrl+SPACE
Select all slides.	Ctrl+A (in Slide Sorter view)
Select all text.	Ctrl+A (on the Outline tab)

Delete and copy text and objects

To do this	Press
Delete one character to the left.	Backspace
Delete one word to the left.	Ctrl+Backspace
Delete one character to the right.	Delete
Delete one word to the right. Note: The cursor must be between words to do this.	Ctrl+Delete
Cut selected object or text.	Ctrl+X
Copy selected object or text.	Ctrl+C
Paste cut or copied object or text.	Ctrl+V
Undo the last action.	Ctrl+Z
Redo the last action.	Ctrl+Y
Copy formatting only.	Ctrl+Shift+C
Paste formatting only.	Ctrl+Shift+V
Copy animation painter	Alt+Shift+C
Paste animation painter	Alt+Shift+V
Open Paste Special dialog box.	Ctrl+Alt+V

Move around in text

To do this	Press
Move one character to the left.	Left Arrow
Move one character to the right.	Right Arrow
Move one line up.	Up Arrow
Move one line down.	Down Arrow
Move one word to the left.	Ctrl+Left Arrow

To do this	Press
Move one word to the right.	Ctrl+Right Arrow
Move to the end of a line.	End
Move to the beginning of a line.	Home
Move up one paragraph.	Ctrl+Up Arrow
Move down one paragraph.	Ctrl+Down Arrow
Move to the end of a text box.	Ctrl+End
Move to the beginning of a text box.	Ctrl+Home
Move to the next title or body text placeholder. If it is the last placeholder on a slide, this action inserts a new slide with the same slide layout as the original slide.	Ctrl+Enter
Move to repeat the last Find action.	Shift+F4

Move around in and work in tables

To do this	Press
Move to the next cell.	Tab
Move to the preceding cell.	Shift+Tab
Move to the next row.	Down Arrow
Move to the preceding row.	Up Arrow
Insert a tab in a cell.	Ctrl+Tab
Start a new paragraph.	Enter
Add a new row at the bottom of the table.	Tab in the bottom right table cell.

Edit a linked or embedded object

1. To select the object you want, press Tab or Shift+Tab.
2. To open the shortcut menu, press Shift+F10.
3. To select Worksheet Object, press the Down Arrow key until it's selected.
4. To select Edit, press the Right Arrow key and then press Enter.

Format text

Note: Select the text you want to change before using these keyboard shortcuts.

Change or resize a font

To do this	Press
Open the Font dialog box to change the font.	Ctrl+Shift+F
Increase the font size.	Ctrl+Shift+Right Angle bracket (>)
Decrease the font size.	Ctrl+Shift+Left Angle bracket (<)

Apply character formatting

To do this	Press
Open the Font dialog box to change the formatting of characters.	Ctrl+T
Change between sentence case, lowercase, or uppercase.	Shift+F3
Apply bold formatting.	Ctrl+B
Apply an underline.	Ctrl+U
Apply italic formatting.	Ctrl+I
Apply subscript formatting (automatic spacing).	Ctrl+Equal sign (=)
Apply superscript formatting (automatic spacing).	Ctrl+Shift+Plus sign (+)
Remove manual character formatting, such as subscript and superscript.	Ctrl+Spacebar
Insert a hyperlink.	Ctrl+K

Copy text formatting

To do this	Press
Copy formats.	Ctrl+Shift+C
Paste formats.	Ctrl+Shift+V

Align paragraphs

To do this	Press

Center a paragraph.	Ctrl+E
Justify a paragraph.	Ctrl+J
Left align a paragraph.	Ctrl+L
Right align a paragraph.	Ctrl+R

Insert and reply to comments

Use the Insert Comment command (Alt+N, L) to open the Comments Pane before using these keyboard shortcuts.

To do this	Press
Insert a new comment	Ctrl+N
Reply to a selected comment	Ctrl+R

Use keyboard shortcuts to deliver your presentation

This topic itemizes keyboard shortcuts for delivering your presentation in PowerPoint 2016.

- The shortcuts in this topic refer to the US keyboard layout. Keys for other layouts might not correspond exactly to the keys on a US keyboard.
- If a shortcut requires pressing two or more keys at the same time, this topic separates the keys with a plus sign (+). If the shortcut requires that you press one key immediately after another, the keys are separated by a comma (,).

Control your slide show during the presentation

The following keyboard shortcuts apply while you're delivering your presentation in Slide Show (full-screen) mode. To enter Slide Show mode, press Alt+S, B.

To do this	Press
Perform the next animation or advance to the next slide.	N, Enter, Page Down, Right Arrow, Down Arrow, or Spacebar

To do this	Press
Perform the previous animation or return to the previous slide.	P, Page Up, Left Arrow, Up Arrow, or Backspace
Go to slide number.	(number)+Enter
Display a blank black slide, or return to the presentation from a blank black slide.	B or Period (.)
Display a blank white slide, or return to the presentation from a blank white slide.	W or Comma (,)
Stop or restart an automatic presentation.	S
End a presentation.	ESC
Erase on-screen annotations.	E
Go to the next slide, if the next slide is hidden.	H
Set new timings while rehearsing.	T
Re-record slide narration and timing	R
Return to the first slide.	Press and hold Left Mouse button for several seconds
Change the pointer to a pen.	Ctrl+P
Change the pointer to an arrow.	Ctrl+A
Change the pointer to an eraser	Ctrl+E
Show or hide ink markup	Ctrl+M
Hide the pointer and navigation button immediately.	Ctrl+H
Hide the pointer and navigation button in 15 seconds.	Ctrl+U
View the All Slides dialog box	Ctrl+S
View the computer task bar	Ctrl+T
Display the shortcut menu.	Shift+F10
Go to the first or next hyperlink on the current slide.	Tab
Go to the last or previous hyperlink on the current slide.	Shift+Tab

To do this	Press
Perform the "mouse click" behavior of the selected hyperlink. (Follow a selected hyperlink)	Enter while a hyperlink is selected

Control video and other media during a presentation

These keyboard shortcuts work with video files imported from your computer or other device. They don't work with online video files.

To see the list of media shortcuts during your presentation, press F1. Then, in the **Slide Show Help** dialog box, go to the **Media** tab.

To do this	Press
Stop media playback.	Alt+Q
Play or pause media.	Ctrl+Space
Toggle between play and pause.	Alt+P
Go to the next bookmark.	Alt+End
Go to the previous bookmark.	Alt+Home
Increase the sound volume.	Alt+Up
Decrease the sound volume.	Alt+Down
Mute the sound.	Alt+U
Seek forward three seconds.	Alt+Shift+Page Down
Seek backward three seconds.	Alt+Shift+Page Up
Seek forward 0.25 seconds, then pause	Alt+Shift+Right Arrow
Seek backward 0.25 seconds, then pause	Alt+Shift+Left Arrow
Show/Hide audio and subtitles menu (for videos that have multiple audio tracks and/or subtitle tracks in supported formats.)	Alt+J

More information

[Use keyboard shortcuts to add commands to the Quick Access Toolbar](#)

[Use keyboard shortcuts to deliver your presentation](#)

[Use keyboard shortcuts in the Help window](#)

[Play a video in your presentation full screen](#)

[Use keyboard shortcuts in PowerPoint.](#)

[Office Accessibility Center](#)