








## Office 2007 Keyboard Shortcuts

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General folder / Windows Explorer shortcuts for a selected object	
Move a file to another folder	Drag and drop
Copy a file to another folder	CTRL + Drag and drop
Switch to the parent folder	BACKSPACE
For folders, close the current folder plus all parent folders	SHIFT + click <b>C</b> lose button
Create a shortcut	Press and hold down CTRL + SHIFT while you drag a file to the desktop or a folder
Microsoft Natural Keyboard keys	
Display the Start menu	 (Windows Key)
Display the System Properties dialog box	 (Windows Key) + Break
Minimize all open windows and displays the desktop	 (Windows Key) + D
Display Windows Explorer	 (Windows Key) + E
Find files or folders	 (Windows Key) + F
Minimize all	 (Windows Key) + M
Display the Run dialog box	 (Windows Key) + R

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Keyboard Shortcut	Action	Keyboard Shortcut	Action
<b>The following commands will run in many Office applications</b>			
CTRL A	Select all	CTRL O	Open document
CTRL B	Bold	CTRL P	Print
CTRL C	Copy	CTRL R	Right align (Word) Fill right (Excel)
CTRL D	Open Font dialog box (Word)	CTRL S	Save
CTRL E	Center	CTRL T	Hanging indent (Word)
CTRL F	Find	CTRL T	Create table (Excel)
CTRL G	Go to	CTRL U	Underline
CTRL H	Replace (Word)	CTRL V	Paste
CTRL I	Italics	CTRL W	Close window
CTRL J	Justify	CTRL X	Cut
CTRL K	Insert hyperlink	CTRL Y	Repeat last command
CTRL L	Left align	CTRL Z	Undo
CTRL M	Indent (Word)	SHIFT + Enter	New line (Word)
CTRL N	New document	ALT + Enter	New line (Excel)

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Action	Keyboard Shortcut
<b>The following commands will run in some Office applications</b>	
Display non-printing symbols (Word)	SHIFT + CTRL + 8
Erase word to the left	CTRL Backspace
Erase word to the right	CTRL Delete
Highlight from current cell to last cell (Excel)	SHIFT + CTRL + END
Increase font by 1 point (Word, PowerPoint)	CTRL ]
Insert Function (Excel)	SHIFT + F3
Insert QuickPart (Word)	F3
Paste Name (Excel)	F3
Reduce font by 1 point (Word, PowerPoint)	CTRL [
Start slide show (PowerPoint)	F5
Start slide show from current slide (PowerPoint)	SHIFT + F5
Toggle capitalization (Word)	SHIFT + F3