



Keyboard Shortcuts

Keyboard shortcuts use two or more keys together to achieve a quick result. Primarily using the Control (Ctrl) key, which exists in the bottom left corner of all UK English keyboards, some keyboards have a second Control key in the bottom right of the main section of the keyboard. Some examples of popular shortcuts are listed below.

Ctrl A - *Select all the text in a document**

Ctrl B - *Formats selected text to Bold**

Ctrl C - *Copies whatever is selected/highlighted**

Ctrl D - *Duplicates selected item*

Ctrl E - *Centres paragraph*

Ctrl End - *Moves cursor to end of document*

Ctrl Enter/Return - *Inserts a Page Break*

Ctrl F - *Finds a word or phrase**

Ctrl G - *Displays the 'Go-To' dialog box**

Ctrl Home - *Moves cursor to start of document*

Ctrl H - *Opens the 'Find & Replace' dialog box**

Ctrl I - *Formats selected text to Italics**

Ctrl J - *Justifies text in a paragraph*

Ctrl K - *Insert a hyperlink*

Ctrl L - *Left aligns paragraph*

Ctrl M - *Opens a new OneNote window*

Ctrl N - *Opens a new document window*

Ctrl O - *Lets you open another document*

Ctrl P - *Brings up print window*

Ctrl Q - *Marks OneNote page as read*

Ctrl R - *Right aligns paragraph*

Ctrl S - *Saves the document**

Ctrl T - *Insert table in Excel*

Ctrl U - *Underlines selected text**

Ctrl V - *"Pastes" the last item copied*

Ctrl W - *Closes document*

Ctrl X - *Cuts whatever is selected**

Ctrl Y - *Re-does previous action**

Ctrl Z - *Undoes last action**

*These shortcuts will often work in other programs too!

For more information regarding these shortcuts and any additional content, please contact us at hello@365itsupport.co.uk or call **01843 572 600**