

Microsoft office shortcut keys

<i>ACTION</i>	<i>KEYSTROKE</i>
<i>OPEN A FILE</i>	CTRL+ O
<i>NEW FILE</i>	CTRL+ N
<i>CLOSE A FILE</i>	CTRL+ W
<i>SAVE AS</i>	F12
<i>SAVE</i>	CTRL+ S, SHIFT+ F12
<i>PRINT PREVIEW</i>	CTRL+ F2
<i>PRINT</i>	CTRL+ P
<i>SHOW/HIDE PARA GRAPH SYMBOL</i>	CTRL+ *
<i>SPELLING/GRAMMAR</i>	F7
<i>HELP</i>	F1
<i>FIND</i>	CTRL+ F
<i>UPPERCASE/LOWER CASE</i>	CTRL+ (+)
<i>REPLACE</i>	CTRL+ H
<i>GO TO</i>	CTRL+ G
<i>SELECT ALL</i>	CTRL+ A
<i>START OF LINE</i>	HOME
<i>END OF LINE</i>	END
<i>CURSOR TO START</i>	SHIFT+ HOME
<i>CURSOR TO END</i>	SHIFT+ END
<i>BEGINNING OF LINE</i>	CTRL+ HOME
<i>END OF LINE</i>	CTRL+ END

Microsoft Office Short Keys Study Guide

**Elizabeth Eisner Reding, Tara Lynn
O'Keefe**



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