

## Microsoft Office Keyboard Shortcuts for Windows

Command Name	Shortcut
Bold	Ctrl + B
Break	Ctrl + Enter
Cancel	Esc
Change Case	Shift + F3
Close or exit	Alt + F4
Copy	Ctrl + C
Cut	Ctrl + X
Delete Back Word	Ctrl + Backspace
Doc Close	Ctrl + W
End of Line	End
Help	F1
Italic	Ctrl + I
Line Down	Down Arrow
Line Up	Up Arrow
New	Ctrl + N
Open	Ctrl + O
Page Break	Ctrl + Enter
Page Down	Page Down
Page Up	Page Up
Paste	Ctrl + V
Print	Ctrl + P
Print Preview	Ctrl + F2
Repeat last action	F4 or Ctrl + Y
Save, Save As	Ctrl + S, or F12; choose name/location +/-or Enter
Select All	Ctrl + A
Select desired word or line	Left click or quickly double/triple click until desired amount is selected, or Shift + Home, Shift + End, or Shift + Arrow
Start of Line	Home
Underline	Ctrl + U
Undo	Ctrl + Z

## Windows Shortcuts

Cancel current task and close the window	Esc
Choose command that has a bold line around the box it is in	Enter
Choose Underlined Letters in Functions/Commands/Menu items	Alt + the underlined letter to select
Close Window	Alt + F4
Drag Files	Right click and hold
Maximize Window	Alt + Tab
Minimize Window	Windows Key + M
Move between commands and items	Tab for down, Shift + Tab for Up
Rename selected item	F2
See available Commands	Right click anywhere
Selection Box	Click corner of group and drag to form box.
Shut Down	Windows key; then "U"
Start menu open or close	Windows key
View the folder one level up in My Computer	Backspace
Increase font size (place cursor in document)	Ctrl + roll scroll button on mouse
Create new mail	Ctrl + M

## Microsoft Office Keyboard Shortcuts for Macs

Command Name	Shortcut
Bold	Apple + B
Break	Insert
Cancel	Esc
Close or Exit document or to Close Dialogue Box	Apple + W, Esc
Copy	Apple + C or F3
Cut	Apple + X or F2
Delete Back Word	Apple + Delete
Doc Close	Apple + F4
End of Line	End
Help	Help
Italic	Apple + I
Line Down	Down Arrow
Line Up	Up Arrow
New	Apple + N
Open	Apple + O
Page Break	Shift + Enter
Page Down	Page Down
Page Up	Page Up
Paste	Apple + V
Print	Apple + P
Print Preview	Apple + F2
Quit	Apple + Q
Save, Save As	Apple + S, or F12; name/location +/- or Enter
Select All	Apple + A
Select desired word or line	Left click or quickly double/triple click until desired amount is selected, or Shift + Home, Shift + End, or Shift + Arrow
Start of Line	Home
Spell Check	F7
Underline	Apple + U
Undo	Apple + Z or F1

## Mac Operating System Shortcuts

Choose command that has a bold line around the box it is in	Enter
Choose Underlined Letters in Functions/Commands/Menu items	Alt + the underlined letter to select
Close Active Document Window	Apple + W
Drag Files	Right click and hold
File Names	You can use Long Names and Spaces
Move between commands	Tab for down, Shift + Tab for Up
Move up or down one level in file hierarchy	Apple key + Up or Down Arrow
Quit Program	Apple key + Q
See available Commands	Right click anywhere
Selection Box	Click corner of group and drag to form box.
Shut Down	Apple key + option + shift + on/off key
Switch to Next or Previous Doc Window	Apple key + F6, Apple key + Shift + F6

## Microsoft Office Keyboard Shortcuts for GroupWise

Keystroke	Action	Where it Works
<b>Ctrl+A</b>	Select all items; selects all text	Item List, text
<b>Ctrl+B</b>	Bold text	In text
<b>Ctrl+C</b>	Copy selected text	In text
<b>Ctrl+F</b>	Open the Find dialog box	Main Window, Calendar, item, dialog box
<b>Ctrl+I</b>	Italicize text	In text
<b>Ctrl+L</b>	Attach a file to a message	In a new item
<b>Ctrl+M</b>	Open a new mail message	Main Window, Calendar, item, dialog box
<b>Ctrl+O</b>	Open the selected message	Item List
<b>Ctrl+P</b>	Open the Print dialog box	Main Window, item
<b>Ctrl+S</b>	Save a draft in the Work in Progress folder	In an item
<b>Ctrl+U</b>	Underline text	In text
<b>Ctrl+V</b>	Paste selected text	In text
<b>Ctrl+X</b>	Cut selected text	In text
<b>Ctrl+Z</b>	Undo the last action	In text
<b>Ctrl+Del</b>	Delete an item	In an item
<b>Ctrl+F1</b>	Open the Spell Checker	In an item
<b>Alt+F4</b>	From the Main Window or Calendar, exit GroupWise. From an item, exit the item. From a dialog box, exit the dialog box.	Main Window, Calendar, dialog, item
<b>Alt + [letter]</b>	Activate menu bar (Use the underlined letters in the menu names)	Main Window, Calendar, item
<b>Alt + D</b>	Send item	In a new item
<b>Shift+Left-arrow or Shift+Right-arrow</b>	Select text one character at a time	In text
<b>Shift+End , or Shift+Home</b>	Select text to the end or beginning of a line	In text
<b>Tab</b>	Cycle through fields, buttons, and areas	Main Window, Calendar, dialog box, item
<b>Shift+Tab</b>	Reverse the order of cycling through fields, buttons, and areas.	Main Window, Calendar, dialog box, item

## Microsoft Office Keyboard Shortcuts for Outlook 2002

Press	To
<b>F1</b>	Display the Assistant balloon; open the Help window
<b>ALT+ the letter underlined</b>	Select an option in a dialog box; select or clear a check box in a dialog box
<b>ALT+F4</b>	Close the selected program window
<b>ALT+S</b>	Save and Close, Send
<b>Arrow keys</b>	Move between options in an open drop-down list, or between options in a group of options in a dialog box
<b>CTRL+U</b>	Underline selected text
<b>CTRL+A</b>	Select all items in Table view
<b>CTRL+B</b>	Add bold to selected text
<b>CTRL+C</b>	Copy the selected items to the Clipboard
<b>CTRL+D</b>	Delete
<b>CTRL+F</b>	Forward
<b>CTRL+F2</b>	Open print preview
<b>CTRL+I</b>	Add italics
<b>CTRL+M or F5</b>	Check for new mail
<b>CTRL+N</b>	Open a received message
<b>CTRL+P</b>	Print
<b>CTRL+Q</b>	Mark as read
<b>CTRL+R</b>	Reply to a message
<b>CTRL+S</b>	Save
<b>CTRL+SHIFT+M</b>	Create a Message
<b>CTRL+V</b>	Paste
<b>CTRL+X</b>	Cut
<b>CTRL+Z</b>	Undo
<b>ESC</b>	Close an open menu. When a submenu is open, close only the submenu.
<b>F12</b>	Save As
<b>F7</b>	Check spelling