

Microsoft Office 'Common' Keyboard Shortcuts (may not apply to all products)

| Keys | Description | Detail |
|------------------|--|--|
| Shift/CursorMove | Highlight Text | Highlight section of text until shift key released. Another cursor movement clears selection. |
| CNTL/A | Select All | All in document |
| CNTL/C | Copy to Clipboard | Copy currently selected text to clipboard |
| CNTL/V | Paste from Clipboard | Paste from clipboard into current document at current position |
| CNTL/X | Cut | Cut currently selected text |
| | | |
| CNTL/Z | Undo | Undo previous operation |
| CNTL/Y | ReDo | Undo previous Undo (restore) |
| | | |
| CNTL/O | Open File/Document | |
| CNTL/P | Print | |
| CNTL/S | Save File/Document | |
| | | |
| Home | Start of Line (or text on line) | |
| End | End of Line | |
| CNTL/CurUp | Paragraph Up, or Scroll Screen Up one Row | |
| CNTL/CurDown | Paragraph Down, | |
| CNTL/Left | Word Forward | |
| CNTL/Right | Word Backward | |
| CNTL/Home | Start of Document | |
| CNTL/End | End of Document | |
| | | |
| Alt/F | File Menu (New, Open, Save, Print, etc). | |
| Alt/T | Tools Menu | |
| | | |
| Windows/E | Computer (Windows Explorer) | |
| Windows/P | External Monitor control | |
| Windows/L | Lock Screen (login prompt) | Requires password to resume (if enabled) |
| Windows/D | Show Desktop | Minimizes all active windows, repeating then restore all windows. If another window is opened <i>after</i> a Windows/D, then cannot restore windows other than manually selecting each window. |
| | | |
| Windows/Left | Reposition Window – left | Moves/Resizes current window to left |
| Windows/Right | Reposition Window - right | Moves/Resizes current window to right |
| Windows/CurUp | Maximize current window | Same as mouse click on Maximize button |
| Windows/CurDown | Minimize current window | Same as mouse click on Minimize button |
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