

Ctrl + A	Select all	Ctrl+Left Bracket[=	decrease font size by 1 point
Ctrl +B	Bold	Ctrl +Right Bracket]	Increase font size by 1 point
Ctrl +C	Copy	Ctrl + Shift + A	Selected text to all capital letters
Ctrl+D	Change character formatting	Ctrl + Shift + D	Double underline to the select text
Ctrl +E	Align centre	Ctrl + Shift +E	Enable or disable revision tracking
Ctrl +F	Find	Ctrl +Shift +F	Open font window
Ctrl +G	Go To	Ctrl + Shift +L	Create a bullet point
Ctrl +H	Replace	Ctrl +Shift +*	View or hide non printing characters
Ctrl +I	Italics	Ctrl +shift +>	Increase font size
Ctrl +J	Justify	Ctrl + shift +<	Decrease font size
Ctrl + K	Insert hyperlink	Ctrl +]	Increase font size
Ctrl +L	Left align	Ctrl +[	Decrease font size
Ctrl+M	Indent	Ctrl +/+c	insert a cent sign€
Ctrl +N	New document	Ctrl +Del	Delete word right of cursor
Ctrl+O	Open document	Ctrl +Backspace	Delete word left of cursor
Ctrl +P	Print	Ctrl +End	Move the cursor to the end of the document
Ctrl +Q	Remove paragraph formatting	Ctrl + Home	Move the cursor to the beginning of the document
Ctrl +R	Right justify	Ctrl + space bar	Reset highlighted text to the default font
Ctrl +S	Save	Ctrl + Enter	Insert a page break
Ctrl +T	Create hanging indent(tab)	Alt +F,A	Save the document under a new name
Ctrl + U	Underline	Alt +x	Show the Unicode code of a highlighted character
Ctrl +V	Paste	Shift + enter	Create a soft break instead of a new paragraph
Ctrl +W	Close document	Shift +Insert	Paste
Ctrl + X	Cut	Shift +Alt +D	Insert the current date
Ctrl +Y	Redo previously undone action	Shift + Alt +T	Insert the current date
Ctrl + Z	Undo an action		
Ctrl + 1	Single space lines		
Ctrl +2	Double space lines		
Ctrl + 5	1.5 Line spacing		

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SHORTCUT WITH ALT KEYS		FUNCTION KEY SHORTCUTS	
ALT +F1	INSERT CHART	F1	HELP
ALT +F2	SAVE AS	F2	EDIT
ALT + F4	EXIT	F3	PASTE NAME
ALT+F8	MACRO DIALOG BOX	F4	REPEAT LAST ACTION
ALT + F11	VISUAL BASIC EDITOR	F5	GO TO
ALT + TAB	CYCLE APPLICATIONS	F6	NEXT PANE
ALT +=	AUTOSUM	F7	SPELL CHECK
ALT+`	FORMAT STYLE DIALOG BOX	F8	EXTEND MODE
INSERT	TOGGLE INSERT MODE	F9	RECALCULATE ALL WORKBOOKS
DELETE	DELETE	F10	ACTIVATE MENU BAR
HOME	MOVE TO END OF LINE	F11	NEW CHART
END	MOVE TO END OF LINE	F12	SAVE AS
PAGEUP	PAGE UP	SHIFT +F1	WHAT'S THIS?
PAGE DOWN	PAGE DOWN	SHIFT +F2	EDIT CELL COMMENT
LEFT ARROW	LEFT	SHIFT +F3	PASTE FUNCTION INTO FORMULA
RIGHT ARROW	RIGHT	SHIFT +F4	FIND NEXT
UP ARROW	UP	SHIFT +F5	FIND NEXT
DOWN ARROW	DOWN	SHIFT +F6	PREVIOUS PANE
TAB	INDENT	SHIFT +F8	ADD TO SELECTION
ENTER	NEXT CELL	SHIFT +F9	CALCULATE ACTIVE WORKSHEET
BACKSPACE	DELETE PREVIOUS CHAR	SHIFT +F10	DISPLAY SHORTCUT MENU
SHORTCUT WITH ALT & CTRL KEYS		SHIFT +F11	NEW WORKSHEET
ALT +A	GO TO THE DATA TAB	SHIFT +F12	SAVE AS
ALT + F	OPEN THE FILE MENU	SHIFT +TAB	TO MOVE TO THE PREVIOUS CELL
ALT +H	GO TO THE HOME TAB	TAB	TO MOVE THE NEXT CELL
ALT + M	GO TO THE FORMULA TAB	CTRL +`	TO INSERT THE CURRENT DATE
ALT + N	GO TO THE INSERT TAB	SHORTCUT WITH CTRL KEYS	
ALT + P	GO TO THE PAGE LAYOUT TAB	CTRL + F3	NAME MANAGER
ALT + W	GO TO THE VIEW TAB	CTRL + F4	CLOSE
ALT +H,A,C	CENTER ALIGN CELL CONTENTS	CTRL + F5	RESTORE DOWN
ALT +H,D,C	DELETE COLUMN	CTRL + F9	MINIMIZE WINDOW
ALT + H,H	CHOOSE A FILE COLOR	CTRL + F10	RESTORE DOWN/MAXIMIZE WINDOW
CTRL +END	GO TO THE END OF A DOCUMENT	CTRL +11	INSERT 4,000 MACRO SHEET
CTRL + SHIFT +>	INCREASE SELECTED ITEM	CTRL + F12	OPEN FILE
SHIFT + INS	PASTE THE SELECTED ITEM	CTRL + SPACE	TO SELECT THE ENTIRE COLUMN
CTRL + SHIFT + F	CHANGE THE FONT		
CTRL + INS	COPY THE SELECTED ITEM		
CTRL + DEL			

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