

## *Microsoft office shortcut keys*

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

# Microsoft Office Short Keys Study Guide

**Matthew Basham**

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