

Microsoft Office 2010 Keyboard Shortcuts

Using this Guide

In this guide when you see the keys to press are separated by a plus sign (+) it means you press two or more keys at the same time. If you see the keys to press are separated by a comma (,) it means you press one key followed by another key.

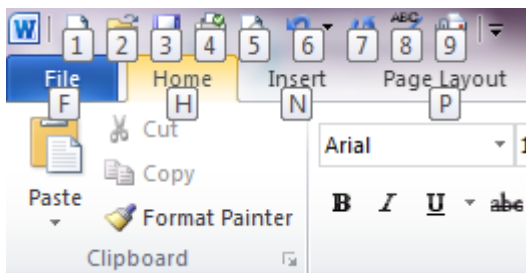
Using Access Keys

Office 2010 provides keyboard shortcuts for the ribbon so you can quickly perform tasks without using the mouse.

Every command in a program that uses the ribbon can be accessed using an access key.

To get to a command:

- Press ALT or F10
- KeyTips will appear on each command that is available in the current view



- Press the letter shown in the KeyTip for the command that you want to use
- Continue pressing letters until you press the letter of the specific command or option that you want to use

To cancel the action and hide the KeyTips:

- Press ALT or F10

To do this	Press
Select the active tab of the ribbon and activate the access keys	ALT or F10
Move to another tab of the ribbon	ALT or F10 to select the active tab, and then LEFT ARROW or RIGHT ARROW
Move to another group on the active tab	ALT or F10 to select the active tab, and then CTRL+RIGHT ARROW or LEFT ARROW to move between groups
Minimize or restore the ribbon	CTRL+F1
Display the shortcut menu for the selected item	SHIFT+F10
Move between the active tab, document, task pane, status bar	F6
Move forward or backward to each command in the ribbon	ALT or F10, and then TAB or SHIFT+TAB
Move down, up, left, or right to items in the ribbon	DOWN ARROW, UP ARROW, LEFT ARROW, or RIGHT ARROW
Activate the selected command or control in the ribbon	SPACE BAR or ENTER
Finish changing a value in a control in the ribbon, and move focus back to the document	ENTER
Get help on the selected command or control in the ribbon	F1

Using Keyboard Shortcuts

In Office 2010 you can still use the traditional keyboard shortcuts.

Here are some of the most popular Microsoft Word keyboard shortcuts, many of which you can use in other Microsoft Office programs.







To do this	Press
Switch to the next window	ALT+TAB
Switch to the previous window	ALT+SHIFT+TAB
Create a new document	CTRL+N
Open a document	CTRL+O
Close a document	CTRL+W
Save a document	CTRL+S
Cancel an action	ESC
Move to the beginning of a document	CTRL+HOME
Move to the end of a document	CTRL+END
Delete one character to the left	BACKSPACE
Delete one word to the left	CTRL+BACKSPACE
Delete one character to the right	DELETE
Delete one word to the right	CTRL+DELETE
Copy the selected text or object	CTRL+C
Cut the selected text or object	CTRL+X
Paste text or an object	CTRL+V
Paste special	CTRL+ALT+V
Undo an action	CTRL+Z
Redo or repeat an action	CTRL+Y
Non breaking space	CTRL+SHIFT+SPACEBAR

To do this	Press
Non breaking hyphen	CTRL+SHIFT+HYPHEN
Make letters bold	CTRL+B
Make letters italic	CTRL+I
Make letters underline	CTRL+U
Remove paragraph or character formatting	CTRL+SPACEBAR
Find text etc	CTRL+F
Replace text etc	CTRL+H
Go to a page etc	CTRL+G
Print a document	CTRL+P
Switch in or out of print preview	ALT+CTRL+I
Left align a paragraph	CTRL+L
Centre a paragraph	CTRL+E
Right align a paragraph	CTRL+R
Select the entire document	CTRL+A
Insert a page break	CTRL+ENTER

To find more keyboard shortcuts for specific Microsoft programs visit the following website:

<http://www.microsoft.com/enable/products/keyboard.aspx>

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