



# The Ultimate Guide to Microsoft Keyboard Shortcuts



# HELLO!

Keyboard shortcuts are an essential tool for boosting productivity and efficiency when working on a computer. Whether you're a Windows user or frequently use Microsoft Word or Excel, mastering keyboard shortcuts can significantly streamline your workflow. In this guide, we will provide you with the top 30 keyboard shortcuts for Windows 10 and 11, as well as for Microsoft Word and Excel. These shortcuts will empower you to perform common tasks, navigate through applications, and execute commands swiftly, all at the tip of your fingers. So let's dive in and discover the time-saving magic of keyboard shortcuts!



# Microsoft Windows (Some will work on all apps)

No.	Shortcut	No.	Shortcut
01	Ctrl + C: Copy	16	Alt + F4: Close the active window
02	Ctrl + X: Cut	17	Shift + Delete: Permanently delete selected item(s) without moving to the Recycle Bin
03	Ctrl + V: Paste	18	Ctrl + Shift + Esc: Open Task Manager
04	Ctrl + Z: Undo	19	Ctrl + Shift + N: Create a new folder
05	Ctrl + Y: Redo	20	Ctrl + Shift + T: Reopen the last closed tab in a web browser
06	Ctrl + A: Select all	21	Win + Left/Right arrow key: Snap active window to the left/right side of the screen
07	Ctrl + S: Save	22	Win + Up/Down arrow key: Maximize/restore or minimize the active window
08	Ctrl + P: Print	23	Win + "+" or "-" (plus/minus key): Zoom in/out
09	Ctrl + F: Find	24	Ctrl + Alt + Delete: Open the security options screen
10	Ctrl + D: Duplicate	25	Ctrl + Shift + Enter: Open a program as an administrator
11	Win + D: Show desktop	26	Ctrl + Shift + S: Take a screenshot
12	Win + E: Open File Explorer	27	Win + Pause/Break: Open the System Properties window
13	Win + I: Open Settings	28	Ctrl + Page Up/Page Down: Switch between virtual desktops
14	Win + L: Lock your computer	29	Ctrl + Shift + Esc: Open the Task Manager directly
15	Alt + Tab: Switch between open applications	30	

# Microsoft Outlook

No.	Shortcut	No.	Shortcut
01	Ctrl + N: Create a new email	16	Ctrl + Shift + P: Create a new search folder
02	Ctrl + R: Reply to an email	17	Ctrl + D: Delete an email
03	Ctrl + Shift + R: Reply to all recipients of an email	18	Ctrl + Shift + V: Move an email to a folder
04	Ctrl + F: Find text within an email or folder	19	Ctrl + Shift + U: Mark an email as junk
05	Ctrl + Q: Mark an email as read	20	Ctrl + Y: Go to a different folder
06	Ctrl + U: Mark an email as unread	21	Ctrl + Shift + B: Open the address book
07	Ctrl + Shift + M: Create a new email message in a separate window	22	Ctrl + Shift + F: Forward an email
08	Ctrl + Enter: Send an email	23	Ctrl + Shift + G: Flag an email for follow-up
09	Ctrl + Shift + A: Create a new appointment	24	Ctrl + Shift + H: Open the "Share" menu
10	Ctrl + Shift + K: Create a new task	25	Ctrl + Shift + O: Open the "Outbox" folder
11	Ctrl + Shift + C: Create a new contact	26	Ctrl + Shift + S: Post a reply to a folder
12	Ctrl + Shift + J: Create a new journal entry	27	Ctrl + Shift + T: Open the "To-Do Bar" options
13	Ctrl + Shift + N: Create a new note	28	Ctrl + Shift + V: Move an email to a specific folder
14	Ctrl + Shift + Q: Create a new meeting request	29	Ctrl + Shift + W: Forward an email as an attachment
15	Ctrl + Shift + L: Create a new distribution list	30	Ctrl + Shift + Y: Copy an email folder

# Microsoft Word

No.	Shortcut	No.	Shortcut
01	<b>Ctrl + N:</b> Create a new document	16	<b>Ctrl + L:</b> Left-align text
02	<b>Ctrl + O:</b> Open an existing document	17	<b>Ctrl + R:</b> Right-align text
03	<b>Ctrl + S:</b> Save the document	18	<b>Ctrl + E:</b> Center-align text
04	<b>Ctrl + P:</b> Print the document	19	<b>Ctrl + J:</b> Justify-align text
05	<b>Ctrl + Z:</b> Undo the last action	20	<b>Ctrl + 1:</b> Set single-line spacing
06	<b>Ctrl + Y:</b> Redo the last action	21	<b>Ctrl + 2:</b> Set double-line spacing
07	<b>Ctrl + X:</b> Cut selected text	22	<b>Ctrl + 5:</b> Set 1.5-line spacing
08	<b>Ctrl + C:</b> Copy selected text	23	<b>Ctrl + ]:</b> Increase font size
09	<b>Ctrl + V:</b> Paste copied or cut text	24	<b>Ctrl + [:</b> Decrease font size
10	<b>Ctrl + A:</b> Select the entire document	25	<b>Ctrl + Home:</b> Go to the beginning of the document
11	<b>Ctrl + B:</b> Bold selected text	26	<b>Ctrl + End:</b> Go to the end of the document
12	<b>Ctrl + I:</b> Italicize selected text	27	<b>Ctrl + Shift + &gt;:</b> Increase font size by one point
13	<b>Ctrl + U:</b> Underline selected text	28	<b>Ctrl + Shift + &lt;:</b> Decrease font size by one point
14	<b>Ctrl + F:</b> Find specific text in the document	29	<b>F7:</b> Check spelling and grammar
15	<b>Ctrl + H:</b> Replace specific text in the document	30	<b>F12:</b> Save As (Microsoft Word)

# Microsoft Excel

No.	Shortcut	No.	Shortcut
01	<b>Ctrl + N:</b> Create a new workbook	16	<b>Ctrl + K:</b> Insert a hyperlink
02	<b>Ctrl + O:</b> Open an existing workbook	17	<b>Ctrl + L:</b> Create a table
03	<b>Ctrl + S:</b> Save the workbook	18	<b>Ctrl + R:</b> Fill right (copy cell to the right)
04	<b>Ctrl + P:</b> Print the workbook	19	<b>Ctrl + E:</b> Flash fill
05	<b>Ctrl + Z:</b> Undo the last action	20	<b>Ctrl + J:</b> Fill down (copy cell downwards)
06	<b>Ctrl + Y:</b> Redo the last action	21	<b>Ctrl + Shift + 1:</b> Apply number formatting
07	<b>Ctrl + X:</b> Cut selected cells	22	<b>Ctrl + Shift + 4:</b> Apply currency formatting
08	<b>Ctrl + C:</b> Copy selected cells	23	<b>Ctrl + Shift + 5:</b> Apply percentage formatting
09	<b>Ctrl + V:</b> Paste copied or cut cells	24	<b>Ctrl + Shift + [:</b> Group rows or columns
10	<b>Ctrl + A:</b> Select the entire worksheet	25	<b>Ctrl + Shift + ]:</b> Ungroup rows or columns
11	<b>Ctrl + B:</b> Apply bold formatting to selected cells	26	<b>Ctrl + Home:</b> Go to cell A1
12	<b>Ctrl + I:</b> Apply italic formatting to selected cells	27	<b>Ctrl + End:</b> Go to the last cell of the worksheet
13	<b>Ctrl + U:</b> Apply underline formatting to selected cells	28	<b>F2:</b> Edit the active cell
14	<b>Ctrl + F:</b> Find data within the worksheet	29	<b>F4:</b> Repeat the last action
15	<b>Ctrl + H:</b> Replace data within the worksheet	30	<b>F9:</b> Calculate all worksheets in all open workbooks

The logo for nuatech features a stylized lowercase 'n' in blue with a small orange square above its top curve. To the right of the 'n', the word 'uatech' is written in a white, lowercase, sans-serif font.

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