

## Keyboard Shortcuts

Keyboard shortcuts make quick navigation in your Office documents possible. Instead of clicking options with the mouse, you can press combinations of keys to perform the same actions. Keyboard shortcuts exist for virtually every option in Office 2007. This document provides instructions on the most common and useful shortcuts.

NOTE: At the beginning of certain keyboard shortcuts, a red arrow appears, signifying the popularity of that particular shortcut.

## File Operations

Some of the most common operations used in Office include opening, closing, saving, and printing. Because these operations are used so commonly, using the keyboard shortcuts can simplify and speed up your work. The following table provides the action and the shortcut key command needed to perform each action.

Action	Key Command
Open a file	[Ctrl] + [O]
Close a file	[Ctrl] + [W]
Save a file	[Ctrl] + [S]
Print a file	[Ctrl] + [P]

## Edit Operations

Editing operations such as cut, copy, paste, and spell check are also used frequently. Rather than spending time searching the *Ribbon*, command tabs, or *Quick* menus for these editing options, you can save time using the shortcut key operations.

Action	Key Command
Undo previous action	[Ctrl] + [Z]
Redo previous action	[Ctrl] + [Y]
Cancel any action	[Esc]

## Selecting Text

In order to format text, it must be selected. You can select the appropriate text with shortcut keys rather than highlighting using the mouse. These key commands allow you to select as much or as little text as you need.

Action	Key Command
Select all	<b>Ctrl] + [A]</b>
Select one character to the right	<b>[Shift] + [Right Arrow]</b>
Select one character to the left	<b>[Shift] + [Left Arrow]</b>
Select to the beginning of a word	<b>[Control] + [Shift] + [Left Arrow]</b>
Select to the end of a word	<b>[Control] + [Shift] + [Right Arrow]</b>
Select to the end of the line	<b>[Shift] + [End]</b>
Select to the beginning of the line	<b>[Shift] + [Home]</b>
Select one line down	<b>[Shift] + [Down Arrow]</b>
Select one line up	<b>[Shift] + [Up Arrow]</b>
Select to the end of the paragraph	<b>[Ctrl] + [Shift] + [Down Arrow]</b>
Select to the beginning of the paragraph	<b>[Ctrl] + [Shift] + [Up Arrow]</b>
Select one screen down	<b>[Shift] + [Page Down]</b>
Select one screen up	<b>[Shift] + [Page Up]</b>
Select to the beginning of the document	<b>[Ctrl] + [Shift] + [Home]</b>
Select to the end of the document	<b>[Ctrl] + [Shift] + [End]</b>

## Undo and Redo Options

When making quick adjustments to your document, you may want to undo or redo the most recent action(s) performed. These keyboard shortcuts can save time by not forcing you to use the mouse to access these options on the *Ribbon*.

Action	Key Command
Undo previous action	[Ctrl] + [Z]
Redo previous action	[Ctrl] + [Y]
Cancel any action	[Esc]

## Current File Navigation

Depending on your editing style, you may find navigating through your currently opened document via keyboard shortcuts to be the fastest and easiest. For example, if you want to be at the top of the next page, you can simply press two keys instead of scrolling through the page with the mouse.

Action	Key Command
Move one character to the left	[Left Arrow]
Move one character to the right	[Right Arrow]
Move one word to the left	[Ctrl] + [Left Arrow]
Move one word to the right	[Ctrl] + [Right Arrow]
Move one paragraph up	[Ctrl] + [Up Arrow]
Move one paragraph down	[Ctrl] + [Down Arrow]
Move up one line	[Up Arrow]
Move down one line	[Down Arrow]
Move to the end of one line	[End]
Move to the beginning of one line	[Home]
Move one screen up	[Page Up]
Move one screen down	[Page Down]
Move to the top of the next page	[Ctrl] + [Page Down]
Move to the top of the previous page	[Ctrl] + [Page Up]
Move to the end of the document	[Ctrl] + [End]
Move to the beginning of the document	[Ctrl] + [Home]

## File Navigation

Using keyboard shortcuts, you can open and navigate through files from the Open dialog box.

1. To open a file, press **[Ctrl] + [O]** the Open dialog box appears.
2. To move through major sections of the dialog box (e.g., text boxes, pull-down menus, and buttons), press **[Tab]** a new section is selected each time **[Tab]** is pressed.
3. Navigate through each individual section by pressing the **[Left Arrow]**, **[Right Arrow]**, **[Up Arrow]**, or **[Down Arrow]** keys
4. When your file is found or the appropriate option is set, press **[Enter]** from any area of the dialog box
5. To cancel an operation and close the dialog box, press **[Esc]**  
NOTE: No changes will be made to your document if **[Esc]** is pressed.

## Opening Quick Menus

Right clicking the mouse opens a *Quick* menu of commonly used menu options. Using keyboard shortcuts, however, you may select or place the insertion point within the object and open the *Quick* menu without clicking the mouse at all. Once the *Quick* menu appears, use the arrow keys to navigate through the menu options.

1. Place the insertion point within the desired text or select the desired object
2. To open the appropriate *Quick* menu, press **[Shift] + [F10]** the *Quick* menu appears.  
NOTE: Some keyboards have one key you can press to access the *Quick* menu from any application.
3. To highlight the appropriate *Quick* menu option, press the **[Up Arrow]**, **[Down Arrow]**, **[Left Arrow]**, or **[Right Arrow]** keys
4. To select a menu option, once it is highlighted, press **[Enter]**  
The menu action is applied and the *Quick* menu disappears.

## Navigating Through a Quick Menu

While there are fewer menus available in Office 2007, navigating through them without using the mouse is still easy and convenient.

Action	Key Command
Scroll down one menu option	[Down Arrow]
Scroll up one menu option	[Up Arrow]
Open a submenu of options	[Right Arrow]
Exit a submenu of options	[Left Arrow]
Apply a selected menu option	[Enter]
Exit the menu	[Esc]

## Using the Command Tabs

You can view the options on command tab (e.g., Home, Insert) quickly using keyboard shortcuts. Each command tab has specialized options for formatting your document, called groups. Once the groups for a command tab appear, you can select the formatting option of your choice or use additional key commands to select within the groups.

NOTE: Some keyboard shortcuts will vary between Office programs.

Action	Key Command
Open the OFFICE BUTTON	[Alt] + [F]
Open the <i>Home</i> tab	[Alt] + [H]
Open the <i>View</i> tab	[Alt] + [W]
Open the <i>Insert</i> tab	[Alt] + [N]
Open the <i>Page Layout</i> tab	[Alt] + [P]
Open the <i>References</i> tab	[Alt] + [S]
Open the <i>Review</i> tab	[Alt] + [R]
Open the <i>Help</i> menu	[F1]

## Navigating Through Groups on the Command Tab

Each group in the command tab is assigned a shortcut letter for quick access to that group. When you select a group using the shortcut letter, you then see more letters for the individual options within that group.

For example, to make a word bold in Word:

1. Select the text you would like bolded by using the Selecting Text shortcut keys
2. To open the *Home* tab, press [Alt] + [H]

NOTES:

The *Home* tab is selected.

Groups within the *Home* tab are labeled with a shortcut letter.

Options within the groups are labeled with a shortcut letter.

3. To make your selected text bold, press [**1**]  
the selected text is now bolded, and the labels are turned off. Pressing these letters will now simply type them into the document.
4. To turn the labels back on, repeat steps 1-4

## Additional Keyboard Shortcuts

This document discusses a handful of the most helpful keyboard shortcuts. However, many other keyboard shortcuts are available. You can even create your own customized keyboard operations.

1. To open the *Help* menu, press [**F1**]  
the *Help* task pane appears.
2. In the *Search* text box, use the pull-down list to select the topic area you would like to search in
3. In the *Search* text box, on the right, type **Keyboard Shortcuts**
4. Press [**Enter**]  
the *Search Results* task pane appears.
5. To learn more about keyboard shortcuts, select the appropriate related option for more information; refer to Using Microsoft Office Help.