

Microsoft keyboard shortcuts

Below you will find a list of PC keyboard shortcuts for Windows (8 and newer), Microsoft Excel, Microsoft Word and Microsoft PowerPoint. At our blog, you will find more helpful articles that will help you boost your productivity. Click the button below to subscribe and get great articles directly into your inbox.

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Microsoft Windows shortcuts

Display help	F1
Rename selected folder/item	F2
Search file or folder	F3
Cycle screen elements	F6
Activate menu	F10
Open charms	Win + C
Open file explorer	Win + E
Open search charm	Win + F
Open settings charm	Win + I
Lock PC	Win + L
Choose presentation style	Win + P
Switch to app showing notification	Win + Ctrl + B
Minimize window	Win + Arrow Up
Maximize window	Win + Arrow Down
Maximize window to left part of screen	Win + Arrow Left
Maximize window to right part of screen	Win + Arrow Right
Zoom	Ctrl + Mouse wheel



Microsoft Excel shortcuts

Courtesy of our Excel-expert friends at [SmartenUP](#).

Enter edit mode for selected cell(s)	F2
Repeat last action	F4
Toggle \$\$ signs in formula	F4
Open formatting menu selected cell(s)	Ctrl + D
Fill selected cells w/ value upper cell	Ctrl + Drag mouse
Fill selected cells w/ value left cell	Ctrl + R
Insert SUM() formula	Alt + " = "
Unfold dropdown in selected cell	Alt + Arrow Down
Select current row(s)	Shift + Spacebar
Select current column(s)	Ctrl + Spacebar

Microsoft Word shortcuts

Copy format settings	Ctrl + Shift + C
Paste format settings	Ctrl + Shift + V
Insert Hyperlink	Ctrl + K
Create bullet point list	Ctrl + Shift + L
Move cursor one word to left	Ctrl + Arrow Left
Move cursor one word to right	Ctrl + Arrow Right
Move cursor to beginning of paragraph	Ctrl + Arrow Up
Move cursor to end of paragraph	Ctrl + Arrow Down
Delete entire word right of cursor	Ctrl + Delete
Delete entire word left of cursor	Ctrl + Backspace
Toggle uppercase selected text	Shift + F3
Synonym check selected word	Shift + F7
Insert current date	Shift + Alt + D
Insert current time	Shift + Alt + T

Microsoft PowerPoint shortcuts

Show or hide grid	Shift + F9
Show or hide guides	Alt + F9
Adjust font size	Ctrl + "="
Repeat previous action	F4
Duplicate + drag selected object(s)	Ctrl + Drag mouse
Duplicate selected object(s)	Ctrl + D
Insert new slide	Ctrl + M
Insert hyperlink	Ctrl + K
Start presentation from start	F5
Start presentation from current slide	Shift + F5