

# TIME SAVERS A to Z

A complete list of Windows keyboard shortcuts associated with the letters of the alphabet.



Microsoft® Excel



Microsoft® PowerPoint



Microsoft® Word



Microsoft® Outlook

**CTRL +**

**A**

Select All



**B**

**B**old Text



**C**

**C**opy Text



**D**

**D**uplicate Slide



**E**

**E**nter Align Text



**F**

**F**ind



**G**

**G**o To



**H**

**R**eplace



**I**

**I**talized Text



**J**

**J**ustify Align Text



**K**

**I**nsert Hyperlink



**L**

**L**eft Align Text



# CTRL +

## TIME SAVERS A to Z

A complete list of Windows keyboard shortcuts associated with the letters of the alphabet.

# M

Insert a New Slide



# N

Create New Document



# O

Open Existing Document



# P

Print Document



# Q

Quit Application



# R

Right Align Text



# S

Save Document



# T

FormT Font



# U

Underline Text



# V

Paste Text



# W

Close Document Window



# X

Cut Text



# Y

Redo Action



# Z

Undo Action



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