

# Keyboard Shortcuts



| <u>Command</u>        | <u>Shortcut Command</u> |
|-----------------------|-------------------------|
| Copy-----             | Control + C             |
| Cut-----              | Control + X             |
| Paste-----            | Control + V             |
| Bold -----            | Control + B             |
| Italic-----           | Control + I             |
| Underline-----        | Control + U             |
| Change Font-----      | Control + Shift + F     |
| Print Preview-----    | Control + F2            |
| Find -----            | Control + F             |
| Replace-----          | Control + H             |
| Insert Date-----      | Control + Semi Colon    |
| Insert Hyperlink----- | Control + K             |
| Spell Check-----      | F7                      |
| Undo -----            | Control + Z             |

# Keyboard Shortcuts



| <u>Command</u>          | <u>Shortcut Command</u> |
|-------------------------|-------------------------|
| Redo -----              | Control + Y             |
| Create Table-----       | Control + T             |
| Accounting Format ----- | Control + 4             |
| Fill Cells Right -----  | Control + R             |
| Fill Cells Down-----    | Control + D             |
| Help-----               | F1                      |
| Insert Chart-----       | F11                     |
| Save As -----           | F12                     |
| Save -----              | Control + S             |
| Open-----               | Control + O             |
| Close-----              | Control + W             |
| New-----                | Control + N             |