

Learn



SBS MS Office 2016 Fundamentals Shortcut Keys

Chart

Keystroke	Command
Ctrl + S	Save
F12	Save As dialog box
Ctrl _ O	Open area on the Backstage view
Shift + F12	Open dialog box
Ctrl + N	New blank file
Ctrl + P	Print area on Backstage view
Ctrl + C	Copy
Ctrl + X	Paste
Ctrl + B	Bold
Ctrl + I	Italic



Ctrl + U	Underline
Ctrl + Z	Undo
Ctrl + Y	Redo or Repeat
Ctrl + 1	Single Space
Ctrl + 2	Double Space
Ctrl + L	Align Left
Ctrl + E	Align Center
Ctrl + R	Align Right
F1	Help dialog box or pane
F7	Spelling pane
Ctrl + A	Select All
Ctrl + Home	Move to the Beginning
Ctrl + End	Move to the End