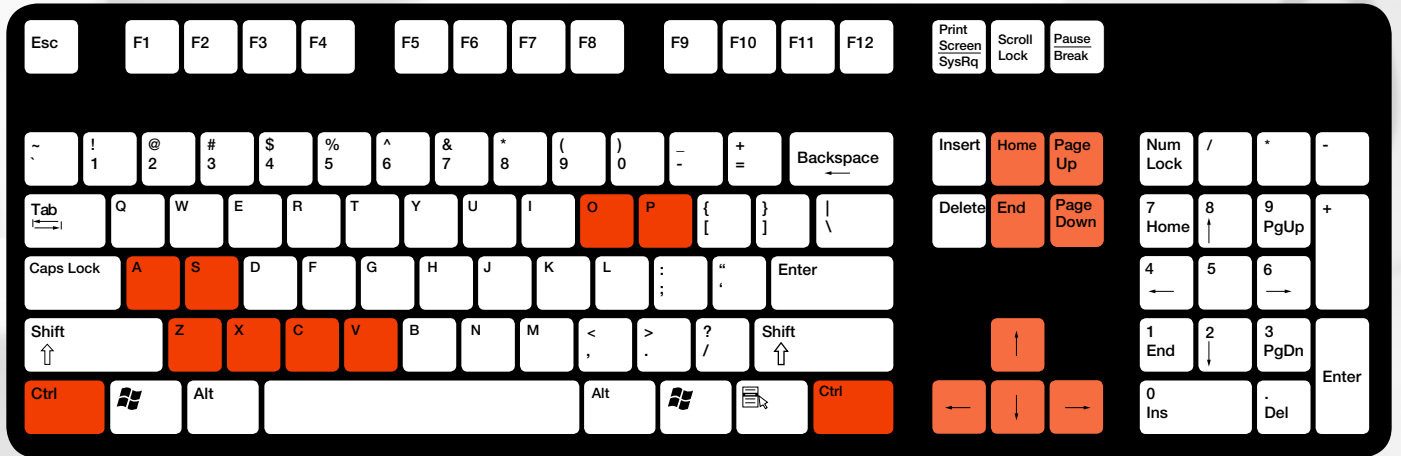


Microsoft®

# Office 2016

## Keyboard Shortcuts



Press **Ctrl** + **A** selects all the data in a file

Press **Ctrl** + **P** opens the Print window

Press **Ctrl** + **S** the Save command


Press **Ctrl** + **X** Cut







Press **Ctrl** + **V** Paste

Press **Ctrl** + **C** Copy

Press **Ctrl** + **Z** Undo

Press **Ctrl** + **O** Open

**TIP** These shortcuts work on Macs as well, just substitute the Command key (  ) in place of the Control key.

KEYSTROKE	WORD	EXCEL®	POWERPOINT®	ACCESS®
	Beginning of the line	Column A of the current row that the cursor appears in; (Ctrl+Home moves to cell A1)	Displays first slide; beginning of the line (when text box is selected)	First field of the current record
	End of the line	NA; (Ctrl+End moves to last cell)	Displays last slide; end of the line (when text box is selected)	Add New Field of current record
	Half a page up	Up 23 rows	Displays preceding slide	Up 25 records
	Half a page down	Down 23 rows	Displays next slide	Down 25 records
	Up/down one line	Up/down one row	Next/previous slide; up/down one line (when text box is selected)	Up/down one record
	Left/right one character	Left/right one column	Next/preceding slide; left/right one character (when text box is selected)	Left/right one field

Now that you know these handy shortcuts, go try them out for yourself. If you're interested in learning more about keyboard shortcuts and how to customize them, visit [www.dummies.com](http://www.dummies.com).