



Microsoft 365 Power-User Keyboard Shortcuts

Universal Microsoft 365 Shortcuts

Action	Shortcut
Open new file	Ctrl+N
Open existing file	Ctrl+O
Launch Save As dialog	F12
Undo last action	Ctrl+Z
Redo last action	Ctrl+Y
Select all content	Ctrl+A
Repeat last action (where supported)	F4
Select text/cells by word or block	Ctrl+Shift+Arrows
Select everything to the beginning	Ctrl+Shift+Home
Select everything to the end	Ctrl+Shift+End
Copy selection	Ctrl+C
Paste selection	Ctrl+V
Cut selection	Ctrl+X
Paste as plain text (where supported)	Ctrl+Shift+V

Cycle through objects on slide	Tab / Shift+Tab
Activate selected text box	F2
Move selected slide up or down	Ctrl+Up/Down
Move selected slide to the beginning or end	Ctrl+Shift+Up/Down
Duplicate selected object or slide	Ctrl+D
Black out or white out screen during show	B / W
Turn mouse pointer into a laser pointer	Ctrl+L

Microsoft Outlook Keyboard Shortcuts

Action	Shortcut
Navigate to email section	Ctrl+1
Start new email	Ctrl+N
Reply to selected email	Ctrl+R
Reply All on selected email	Ctrl+Shift+R
Jump to Search box to find a message	Ctrl+E
Jump directly to Inbox folder	Ctrl+Shift+I
Activate Navigation Pane.	Ctrl+Y
Mark selected message as Read (Q) or Unread (U)	Ctrl+Q / Ctrl+U
Send email	Ctrl+Enter
Open selected email in new window	Shift+Enter
Permanently delete selected email	Shift+Delete

Microsoft Word Keyboard Shortcuts

Action	Shortcut
Insert page break	Ctrl+Enter
Create line break	Shift+Enter
Open Apply Styles task pane	Ctrl+Shift+S
Insert hyperlink into selected text	Ctrl+K
Cycle selected text between cases	Shift+F3
Apply Normal style	Ctrl+Shift+N
Apply Heading 1 / 2 / 3 styles	Ctrl+Alt+1/2/3
Move current paragraph up or down	Alt+Shift+Up/Down
Insert non-breaking space	Ctrl+Shift+Space
Toggle Track Changes on and off	Ctrl+Shift+E
Jump cursor back to the last place	Shift+F5

Microsoft Teams Keyboard Shortcuts

Action	Shortcut
Open Settings with Search bar active	Ctrl+Comma (,)
Toggle mute status on or off during meeting	Ctrl+Shift+M
Toggle camera on or off during meeting	Ctrl+Shift+O
Start new chat or search for a person	Ctrl+N
Navigate the sidebar apps	Ctrl+1-6
Open full list of all keyboard shortcuts	Ctrl+Period (.)
Jump to Command bar and view all slash commands	Ctrl+Slash (/)
Toggle Raise Hand feature during a meeting	Ctrl+Shift+K
Start screen-sharing session	Ctrl+Shift+E

Microsoft Excel Keyboard Shortcuts

Action	Shortcut
Open Format Cells dialog	Ctrl+1
Edit active cell	F2
Convert range into an Excel table	Ctrl+T
Snap to edge of data region	Ctrl+Arrows
Automatically insert SUM formula	Alt+=
Force line break within cell	Alt+Enter
Snap current column width to fit data	Alt > H > O > I
Open Paste Special menu	Ctrl+Alt+V
Toggle filter buttons on and off	Ctrl+Shift+L
Cycle through cell reference types	F4
Scroll back to active cell	Ctrl+Backspace
Expand or collapse formula bar	Ctrl+Shift+U
See list of all named ranges	F3

Microsoft OneNote Keyboard Shortcuts

Action	Shortcut
Create new page	Ctrl+N
Create new section	Ctrl+T
Open new notebook	Ctrl+O
Search all notebooks	Ctrl+E
Create quick note	Ctrl+Shift+M
Switch between sections	Ctrl+Tab / Ctrl+Shift+Tab
Move between pages	Ctrl+Page Up / Page Down
Dock OneNote window to your screen	Ctrl+Alt+D
Jump to previous page you viewed	Alt+Left
Jump forward to next page	Alt+Right

Microsoft PowerPoint Keyboard Shortcuts

Action	Shortcut
Insert new slide	Ctrl+M
Duplicate current slide	Ctrl+Shift+D
Start slideshow from first slide	F5
Start slideshow from current slide	Shift+F5
Group or ungroup selected objects	Ctrl+G / Ctrl+Shift+G