

Office 2013 shortcuts

COMMON SHORTCUTS ACROSS ALL OFFICE PROGRAMS

Command	Shortcut	Command	Shortcut
Save	Ctrl+S	Copy	Ctrl+C
Open	Ctrl+O	Paste	Ctrl+V
Print	Ctrl+P	Undo	Ctrl+Z
Exit	Alt+F4	Redo	Ctrl+Y
Find	Ctrl+F	Find and Replace	Ctrl+H
Find and Replace	Ctrl+H	Format Painter	Ctrl+Shift+C
Format Painter	Ctrl+Shift+C	Format Painter (Repeat)	Ctrl+Shift+V
Format Painter (Repeat)	Ctrl+Shift+V	Zoom In	Ctrl++
Zoom In	Ctrl++	Zoom Out	Ctrl+-
Zoom Out	Ctrl+-	Zoom Reset	Ctrl+0
Zoom Reset	Ctrl+0	Window	Alt+W
Window	Alt+W	Help	F1
Help	F1	Taskbar	Alt+Tab
Taskbar	Alt+Tab	Taskbar (Previous)	Alt+Shift+Tab
Taskbar (Previous)	Alt+Shift+Tab	Taskbar (Next)	Alt+Shift+Tab
Taskbar (Next)	Alt+Shift+Tab	Taskbar (Close)	Alt+F4
Taskbar (Close)	Alt+F4	Taskbar (Close All)	Alt+Shift+F4
Taskbar (Close All)	Alt+Shift+F4	Taskbar (Close All)	Alt+Shift+F4

WORD

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Command	Shortcut	Command	Shortcut
Save	Ctrl+S	Copy	Ctrl+C
Open	Ctrl+O	Paste	Ctrl+V
Print	Ctrl+P	Undo	Ctrl+Z
Exit	Alt+F4	Redo	Ctrl+Y
Find	Ctrl+F	Find and Replace	Ctrl+H
Find and Replace	Ctrl+H	Format Painter	Ctrl+Shift+C
Format Painter	Ctrl+Shift+C	Format Painter (Repeat)	Ctrl+Shift+V
Format Painter (Repeat)	Ctrl+Shift+V	Zoom In	Ctrl++
Zoom In	Ctrl++	Zoom Out	Ctrl+-
Zoom Out	Ctrl+-	Zoom Reset	Ctrl+0
Zoom Reset	Ctrl+0	Window	Alt+W
Window	Alt+W	Help	F1
Help	F1	Taskbar	Alt+Tab
Taskbar	Alt+Tab	Taskbar (Previous)	Alt+Shift+Tab
Taskbar (Previous)	Alt+Shift+Tab	Taskbar (Next)	Alt+Shift+Tab
Taskbar (Next)	Alt+Shift+Tab	Taskbar (Close)	Alt+F4
Taskbar (Close)	Alt+F4	Taskbar (Close All)	Alt+Shift+F4
Taskbar (Close All)	Alt+Shift+F4	Taskbar (Close All)	Alt+Shift+F4

POWERPOINT

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U C Books



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