

Fold Down Here



Training & Consulting Pty Ltd

# Common Keyboard Shortcuts

Phone: Paul - 0412 774 123  
Email: sales@applyit.com.au  
Web: www.ApplyIT.com.au

New Document . . . Ctrl + N  
Open Document . . Ctrl + O  
Save . . . . . Ctrl + S  
Print . . . . . Ctrl + P  
Close Document . . Ctrl + W  
Close Application. . Alt + F4

Cut. . . . . Ctrl + X  
Copy . . . . . Ctrl + C  
Paste . . . . . Ctrl + V  
Undo . . . . . Ctrl + Z  
Redo . . . . . Ctrl + Y

Fold Down Here



Training & Consulting Pty Ltd

# Word Keyboard Shortcuts

Phone: Paul - 0412 774 123  
Email: sales@applyit.com.au  
Web: www.ApplyIT.com.au

Bold . . . . . Ctrl + B  
Italics . . . . . Ctrl + I  
UnderLine . . . . . Ctrl + U  
Align Left . . . . . Ctrl + L  
Align Centre. . . . . Ctrl + E  
Align Right . . . . . Ctrl + R  
Align Justify . . . . . Ctrl + J

Change Case . . . . Shift + F3  
Line Break . . . . . Shift + Enter  
Page Break . . . . . Ctrl + Enter  
Spell Check . . . . . F7  
Thesaurus . . . . . Shift + F7

Fold Down Here



Training & Consulting Pty Ltd

# PowerPoint Keyboard Shortcuts

Phone: Paul - 0412 774 123  
Email: sales@applyit.com.au  
Web: www.ApplyIT.com.au

Start Presentation . F5  
Next Slide . . . . . N, Space, Enter, [→],  
[↓], Pg Dwn  
Prev Slide . . . . . P, [↑], [←], Pg Up  
Go to Slide. . . . . Number then Enter  
Black Screen . . . . B (again to undo)  
White Screen. . . . W (again to undo)

Annotation Pen . . . Ctrl + P  
Erase Annotation . . E  
End Presentation. . . Escape