

Shortcut Key	Function	Description / Use
Ctrl + C	Copy	Copies the selected text, data, or object
Ctrl + D	Font Dialog (Word) / Fill Down (Excel)	Opens font settings in Word; copies data from above cell in Excel
Ctrl + E	Center Align	Aligns text or data to the center
Ctrl + F	Find	Searches for text or data in document or worksheet
Ctrl + G	Go To	Jumps to a specific page, line, or cell
Ctrl + H	Replace	Finds and replaces text or data

Shortcut Key	Function	Description / Use
Ctrl + I	Italic	Makes selected text italic
Ctrl + J	Justify	Aligns paragraph evenly on both left and right
Ctrl + K	Insert Hyperlink	Inserts a hyperlink
Ctrl + L	Left Align	Aligns text or data to the left
Ctrl + M	Increase Indent	Increases paragraph indent
Ctrl + N	New File	Creates a new document or workbook
Ctrl + O	Open	Opens an existing file
Ctrl + P	Print	Opens the print dialog box
Ctrl + Q	Clear Paragraph Formatting	Removes paragraph formatting

Shortcut Key	Function	Description / Use
Ctrl + R	Right Align	Aligns text or data to the right
Ctrl + S	Save	Saves the current file
Ctrl + T	Insert Table (Word) / Format as Table (Excel)	Creates a table
Ctrl + U	Underline	Underlines selected text
Ctrl + V	Paste	Pastes copied or cut content
Ctrl + W	Close	Closes the current document or workbook
Ctrl + X	Cut	Removes and copies selected content

Shortcut Key	Function	Description / Use
Ctrl + Y	Redo	Repeats the last undone action
Ctrl + Z	Undo	Cancels the last action
Ctrl +	Bullets (Word) /	Adds bullets in Word; turns
Shift + L	Apply Filter (Excel)	filter on/off in Excel