



Microsoft® Shortcuts

Shortcuts Everyone Should Know
No Matter What Version of Office You Use

Shortcut	Action
Ctrl + N	Creates a new file
Ctrl + O	Brings up the Open dialog box
Ctrl + S	Saves the active file
Ctrl + P	Opens the Print dialog box
Ctrl + B	Bold
Ctrl + I	Italics
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Y	Redo

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