



Microsoft Word Shortcuts

Ctrl + B: Bold Text

Ctrl + I: Italicized Text

Ctrl + U: Underline Text

Ctrl + E: Center Text

Ctrl + J: Justify Text

Ctrl + L: Left Align Text

Ctrl + R: Right Align Text

Ctrl + K: Insert Hyperlink

Ctrl +]: Increase Font Size

Ctrl + [: Decrease Font Size

Microsoft Excel Shortcuts

Ctrl + F1: Hide or Unhide Ribbon

F2: Edit the Active Cell

Ctrl + ;: Insert Current Date

Ctrl + Shift + ;: Insert Current Time

Ctrl + Shift + !: Apply Comma Format

Ctrl + Shift + #: Apply Date Format

Ctrl + Shift + \$: Apply Currency Format

Ctrl + Shift + %: Apply Percentage Format

Ctrl + Page Up/Down: Switch Between Worksheet

