

80 Keyboard Shortcuts Untuk Microsoft Office



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Keyboard shortcuts in MICROSOFT OFFICE

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Ctrl + Function key

**Press Ctrl + F2 to choose the Print Preview command
(File menu)**

Press Ctrl + F4 to close the window

Press Ctrl + F5 to restore the document window size

Press Ctrl + F6 to go to the next window

Press Ctrl + F10 to maximize the document window

**Press Ctrl + F12 to choose the Open command (File
menu)**

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Ctrl Key 3

Press Ctrl + H to replace

Press Ctrl + G to go to

Press Ctrl + up arrow to paragraph up

Press Ctrl + down arrow to paragraph down

Press Ctrl + left arrow to go to the word to the left

Press Ctrl + right arrow to go to the word to the right

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Shift + Function key 1

Press Shift + F1 to start context-sensitive Help or reveal formatting

Press Shift + F2 to copy selected text

Press Shift + F3 to change the case of letters

Press Shift + F4 to repeat a Find or Go To action

Press Shift + F5 to move to a previous revision

Press Shift + F6 to go to the previous pane or frame.

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Shift + Function key 2

**Press Shift + F7 to choose the Thesaurus command
(Tools menu, Language submenu)**

Press Shift + F8 to shrink a selection

**Press Shift + F9 to switch between a field code and its
result**

Press Shift + F10 to display a shortcut menu

Press Shift + F11 to go to the previous field

**Press Shift + F12 to choose the Save command (File
menu)**

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Function key Shortcuts 2

Press F7 to launch the Spelling and Grammar check

Press F8 to extend a selection

Press F9 to update selected fields

Press F10 to activate the Menu Bar

Press F11 to go to the next field

Press F12 to choose the Save As command (File menu)

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Ctrl Key 2

Press Ctrl + N to new document
Press Ctrl + O to open a document
Press Ctrl + P to print a document
Press Ctrl + A to select all
Press Ctrl + F to find

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Common Short Cut Keys 3

Press Ctrl + Shift + Spacebar to create a non-breaking space

Press Ctrl + Hyphen to create a non-breaking hyphen

Press Ctrl + Home to go to the start of the document

Press Ctrl + End to go to the end of the document

Press Ctrl + Spacebar to remove character formatting

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Alt + Function key

Press Alt + F1 to go to the next field

Press Alt + F3 to create an AutoText entry

Press Alt + F4 to quit Word

Press Alt + F5 to restore the program window size

Press Alt + F8 to run a macro

Press Alt + F9 to switch between all field codes and their results

Press Alt + F10 to maximize the program window

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Function key Shortcuts 1

Press F1 to access online Help or the Office Assistant

Press F2 to move text or graphics

Press F3 to insert an AutoText entry (after Word displays the entry)

Press F4 to repeat the last action

Press F5 to choose the Go To command (Edit menu)

Press F6 to go to next pane or frame

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Common Short Cut Keys 2

Press Ctrl + V to paste text from clipboard

Press Ctrl + Z to undo the last action

Press Ctrl + Y to redo the last action

Press Ctrl + Shift + < to decrease font size one point

Press Ctrl + Shift + > to increase font size one point

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Common Short Cut Keys 1

- Press Ctrl + B to toggle the Bold attribute
- Press Ctrl + I to toggle the Italic attribute
- Press Ctrl + U to toggle the Underline attribute
- Press Ctrl + Q to remove paragraph formatting
- Press Ctrl + C to copy selected text to the clipboard
- Press Ctrl + X to cut selected text to the clipboard

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Ctrl Key 1

Press Ctrl + C or Shift + F2 to copy selected text to the clipboard

Press Ctrl + X to cut selected text to the clipboard

Press Ctrl + V to paste text from clipboard

Press Ctrl + Z to undo the last action

Press Ctrl + Y to redo the last action

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Press Ctrl + Shift + Function key

Press Ctrl + Shift + F5 to edit a bookmark

Press Ctrl + Shift + F6 to go to the previous window

Press Ctrl + Shift + F7 to update linked information in a
Word source document

Press Ctrl + Shift + F8 to extend a selection or block
(then press an arrow key)

Press Ctrl + Shift + F10 to activate the ruler

Press Ctrl + Shift + F12 to choose the Print command
(File menu)

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