



## Microsoft Publisher Shortcuts for Windows

No.	Action	Windows Shortcuts	Section
1	Open a new instance	Ctrl + N	Most used Microsoft Publisher Shortcuts
2	Display the Open publication	Ctrl + O	Most used Microsoft Publisher Shortcuts
3	Close current publication	Ctrl + F4	Most used Microsoft Publisher Shortcuts
4	Display save as dialog box	Ctrl + S	Most used Microsoft Publisher Shortcuts
5	Find and Replace	Ctrl + F	Most used Microsoft Publisher Shortcuts
6	Replace	Ctrl + H	Most used Microsoft Publisher Shortcuts
7	Check spelling	F7	Most used Microsoft Publisher Shortcuts
8	Thesaurus task pane	Shift + F7	Most used Microsoft Publisher Shortcuts
9	Research task pane	Alt + Click a Word	Most used Microsoft Publisher Shortcuts
10	Select all	Ctrl + A	Most used Microsoft Publisher Shortcuts
11	Set newspaper alignment	Ctrl + Shift + J	Most used Microsoft Publisher Shortcuts
12	Display the hyphenation dialog box	Ctrl + Shift + H	Most used Microsoft Publisher Shortcuts
13	Insert the current time	Alt + Shift + T	Most used Microsoft Publisher Shortcuts
14	Insert the current date	Alt + Shift + D	Most used Microsoft Publisher Shortcuts
15	Insert the current page number	Alt + Shift + P	Most used Microsoft Publisher Shortcuts
16	Undo what you last did	Ctrl + Z	Most used Microsoft Publisher Shortcuts
17	Redo what you last did	Ctrl + Y	Most used Microsoft Publisher Shortcuts
18	Bring object to front	Alt + F6	Most used Microsoft Publisher Shortcuts
19	Send object to back	Alt + Shift + F6	Most used Microsoft Publisher Shortcuts
20	Turn Snap to guides on or off	F10, Shift + R	Most used Microsoft Publisher Shortcuts
21	Group selected object	Ctrl + Shift + G	Most used Microsoft Publisher Shortcuts
22	Ungroup selected object	Ctrl + Shift + G	Most used Microsoft Publisher Shortcuts
23	Display the Go to Page dialog box	Ctrl + G	Most used Microsoft Publisher Shortcuts
24	Go to the Next page	Ctrl + Page Down Key	Most used Microsoft Publisher Shortcuts
25	Go to the previous page	Ctrl + Page Up key	Most used Microsoft Publisher Shortcuts
26	Switch between current page and the Master page	Ctrl + M	Most used Microsoft Publisher Shortcuts
27	Turn Boundaries on or off	Ctrl + Shift + O	Most used Microsoft Publisher Shortcuts
28	Open the Print dialog view	Ctrl + P	Most used Microsoft Publisher Shortcuts
29	Insert Hyperlink	Ctrl + K	Most used Microsoft Publisher Shortcuts
30	Display the Macros dialog box	Alt + F8	Most used Microsoft Publisher Shortcuts
31	Display the Visual Basic Editor	Alt + F11	Most used Microsoft Publisher Shortcuts
32	Make Text Bold	Ctrl + B	Text formatting Shortcuts
33	Italic Text	Ctrl + I	Text formatting Shortcuts
34	Underline Text	Ctrl + U	Text formatting Shortcuts
35	Change text case upper to lower	Ctrl + Shift + K	Text formatting Shortcuts
36	Open the font dialog	Ctrl + Shift + F	Text formatting Shortcuts
37	Copy formatting	Ctrl + Shift + C	Text formatting Shortcuts
38	Paste Formatting	Ctrl + Shift + V	Text formatting Shortcuts
39	Turn on or off Special Characters	Ctrl + Shift + Y	Text formatting Shortcuts
40	Return character formatting to the current style	Ctrl + Spacebar	Text formatting Shortcuts
41	Apply or Remove Subscript formatting	Ctrl + =	Text formatting Shortcuts
42	Apply or Remove Superscript formatting	Ctrl + Shift + =	Text formatting Shortcuts
43	Increase space between letters in word	Ctrl + Shift + ]	Text formatting Shortcuts
44	Decrease space between letters in word	Ctrl + Shift + [	Text formatting Shortcuts
45	Increase font size by 1.0 point	Ctrl + ]	Text formatting Shortcuts
46	Decrease font size by 1.0 point	Ctrl + [	Text formatting Shortcuts
47	Increase font size	Ctrl + Shift + >	Text formatting Shortcuts
48	Decrease font size	Ctrl + Shift + <	Text formatting Shortcuts
49	Center a paragraph	Ctrl + E	Text formatting Shortcuts
50	Apply a paragraph on the left	Ctrl + L	Text formatting Shortcuts
51	Apply a paragraph on the right	Ctrl + R	Text formatting Shortcuts
52	Apply a paragraph on the Justify	Ctrl + J	Text formatting Shortcuts
53	Distribute a paragraph evenly horizontally	Ctrl + Shift + D	Text formatting Shortcuts

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