



Microsoft Publisher 2021 cheat sheet

Shape effects

These shortcuts are using the ribbon, that's the reason they're key sequences rather than usual "hold and press" hotkeys. To use these shortcuts, just tap the keys in given order, without holding them.

Alt then J then D then S then E	Open Shape Effects menu
Alt then J then D then S then E then S	(then Tab through options) Open the Shape Effects - Shadow Gallery
Alt then J then D then S then E then R	(then Tab through options) Open the Shape Effects - Reflection Gallery
Alt then J then D then S then E then G	(then Tab through options) Open the Shape Effects - Glow Gallery
Alt then J then D then S then E then E	(then Tab through options) Open the Shape Effects - Soft Edges Gallery
Alt then J then D then S then E then B	(then Tab through options) Open the Shape Effects - Bevel Gallery
Alt then J then D then S then E then D	(then Tab through options) Open the Shape Effects - 3-D Rotation Gallery
Alt then J then D then S then T	(then Tab through options) Open the Shape Styles Gallery

Picture effects

Alt then J then P then P then E	Open the Picture effects menu
Alt then J then P then P then E then S	(then tab through options) Open the Picture effects - Shadow Gallery
Alt then J then P then P then E then R	(then tab through options) Open the Picture effects - Reflection Gallery
Alt then J then P then P then E then G	(then tab through options) Open the Picture effects - Glow Gallery
Alt then J then P then P then E then E	(then tab through options) Open the Picture effects - Soft Edges Gallery
Alt then J then P then P then E then	(then tab through options) Open the Picture effects - Bevel

B	Gallery
Alt then J then P then P then E then D	(then tab through options) Open the Picture effects - 3-D Rotation Gallery
Alt then J then P then K	(then tab through options) Open the Picture Styles Gallery
Alt then J then P then K then C	Clear Picture Style

Text fill dropdown

Alt then J then X then T then I	Open Text Fill Dropdown
Alt then J then X then T then I then N	No Fill
Alt then J then X then T then I then M	More Fill Colors...
Alt then J then X then T then I then F	Fill Effects...
Alt then J then X then T then I then T	Tints
Alt then J then X then T then I then S	Sample Font Color

Text outline dropdown

Alt then J then X then T then O	Open Text Outline Dropdown
Alt then J then X then T then O then N	No Outline
Alt then J then X then T then O then M	More Outline Colors...
Alt then J then X then T then O then O	Outline Effects...
Alt then J then X then T then O then S	Sample Line Color
Alt then J then X then T then O then	Weight

W

Alt then J then X
then T then O then
D

Dashes

Text effects dropdown

Alt then J then X
then T then E

Open Text Effects Dropdown

Alt then J then X
then T then E then
S

Shadow

Alt then J then X
then T then E then
R

Reflection

Alt then J then X
then T then E then
G

Glow

Alt then J then X
then T then E then
B

Bevel

Create, open, close a publication

All shortcuts below are usual hotkeys (contrary to Ribbon shortcuts above), meaning you'll need to hold Ctrl, Shift or Alt modifier key if that shortcut includes those.

Ctrl + N

Open a new instance of
Publisher

Ctrl + O

Display the Open Publication
dialog boxCtrl + F4 or Ctrl +
W

Close the current publication

Ctrl + S

Display the Save As dialog box

Edit and format text

F3 or Ctrl + F or
Shift + F4Display the Find and Replace
task pane, with the Find option
selected

Ctrl + H

Display the Find and Replace
task pane, with the Replace
option selected

F7

Check spelling

Shift + F7

Display the Thesaurus task pane

Alt + Left click

(click a word) Display the

Research task pane

Ctrl + A

Select all the text (If the cursor is
in a text box, this selects all text
in the current story; if the cursor
is not in a text box, this selects
all the objects on a page.)

Ctrl + B

Make text bold

Ctrl + I

Italicize text

Ctrl + U

Underline text

Ctrl + Shift + K

Make text small capital letters, or
return small capital letters to
upper and lower case

Ctrl + Shift + F

Open the Font dialog

Ctrl + Shift + C

Copy formatting

Ctrl + Shift + V

Paste formatting

Ctrl + Shift + Y

Turn Special Characters on or
off

Ctrl + Space

Return character formatting to
the current text style

Ctrl + =

Apply or remove subscript
formatting

Ctrl + Shift + =

Apply or remove superscript
formatting

Ctrl + Shift +]

Increase space between letters
in a word (kerning)

Ctrl + Shift + [

Decrease space between letters
in a word (kerning)

Ctrl +]

Increase font size by 1.0 point

Ctrl + [

Decrease font size by 1.0 point

Ctrl + Shift + >

Increase to the next size in the
Font Size box

Ctrl + Shift + <

Decrease to the next size in the
Font Size box

Ctrl + E

Center a paragraph

Ctrl + L

Align a paragraph on the left

Ctrl + R

Align a paragraph on the right

Ctrl + J

Align a paragraph on both sides
(justified)

Ctrl + Shift + D

Distribute a paragraph evenly
horizontally

Ctrl + Shift + J

Set newspaper alignment for a
paragraph (East Asian
languages only)

Ctrl + Shift + H

Display the Hyphenation dialog

box

Alt + Shift + T	Insert the current time
Alt + Shift + D	Insert the current date
Alt + Shift + P	Insert the current page number
Ctrl + Shift + O	Prevent the word from getting hyphenated if it occurs at the end of a line

Copy text formats

Ctrl + Shift + C	Copy formatting from the selected text
Ctrl + Shift + V	Apply copied formatting to text

Copy, cut, paste, delete text or objects

Ctrl + C or Ctrl + Insert	Copy the selected text or object
Ctrl + X or Shift + Del	Cut the selected text or object
Ctrl + V or Shift + Insert	Paste text or an object
Del or Ctrl + Shift + X	Delete the selected object

Undo or redo an action

Ctrl + Z or Alt + Backspace	Undo what you last did
Ctrl + Y or F4	Redo what you last did

Nudge an object

Arrow keys	Nudge a selected object up, down, left, or right
Alt + Arrow keys	If the selected object has a cursor in its text, nudge the selected object up, down, left, or right

Layer objects

Alt + F6	Bring object to front
Alt + Shift + F6	Send object to back

Snap objects

F10 or Shift + R or Shift + S or Shift + M	Turn Snap to Guides on or off
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Select or group objects

Ctrl + A	Select all objects on the page (If your cursor is in a text box, this selects all the text in a story)
Ctrl + Shift + G	Group selected objects, or ungroup grouped objects
Esc	Clear the selection from selected text
Esc	Clear the selection from a selected object
Esc	Select the object within the group — if that object contains selected text

Select or insert pages

F5 or Ctrl + G	Display the Go To Page dialog box
Ctrl + Shift + N	Insert a page or a two-page spread. If you are creating a newsletter, it opens the Insert publication type Pages dialog box
Ctrl + Shift + U	Insert duplicate page after the selected page

Move between pages

F5 or Ctrl + G	Display the Go To Page dialog box.
Ctrl + Page Down	Go to the next page
Ctrl + Page Up	Go to the previous page
Ctrl + M	Switch between the current page and the master page
Ctrl + M or Ctrl + M	Switch between the current page and the master page

Show or hide boundaries or guides

Ctrl + Shift + O	Turn Boundaries on or off
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Ctrl + F7 Turn Horizontal Baseline Guides on or off (not available in web view)

Ctrl + Shift + F7 Turn Vertical Baseline Guides on or off (East Asian languages only—not available in web view)

Zoom

F9 Switch between the current view and the actual size

Ctrl + Shift + L Zoom to full page view

Printing: Print Preview

These keyboard shortcuts are available when you're in Print view and affect the print preview pane.

F9 Switch between the current view and the actual size

Up arrow / Down arrow Scroll up or down

Left arrow / Right arrow Scroll left or right

Page Up or Ctrl + Up Scroll up in large increments

Page Down or Ctrl + Down Scroll down in large increments

Ctrl + Left arrow Scroll left in large increments

Ctrl + Right arrow Scroll right in large increments

Home Scroll to the upper left corner of the page

End Scroll to the lower right corner of the page

F5 or Ctrl + G Display the Go To Page dialog box

Ctrl + Page Up Go to the previous page

Ctrl + Page Down Go to the next page

Ctrl + F6 Go to the next window (if you have multiple publications open)

Ctrl + P Exit Print Preview and display the Print view

Esc Exit Print Preview

Printing: Print a publication

Ctrl + P Open the Print dialog view

Web pages and emails

Ctrl + K Display the Insert Hyperlink dialog box (make sure your cursor is in a text box)

Sending email

After you choose Send as Message (File > Share > Email), you can use the following keyboard shortcuts:

Note: Outlook needs to be open before you can send email messages. If Outlook isn't open, the message will be stored in your Outbox folder.

Alt + S Send the current page or publication

Ctrl + Shift + B Open the Address Book (cursor must be in the message header)

Alt + K Open the Design Checker (cursor must be in the message header)

Ctrl + K Check the names on the To, Cc, and Bcc lines (cursor must be in the message header)

Alt + . Open the Address Book with the To box selected (cursor must be in the message header)

Alt + C Open the Address Book with the Cc box selected (cursor must be in the message header)

Alt + B Open the Address Book with the Bcc box selected (cursor must be in the message header and the Bcc field must be visible)

Alt + J Go to the Subject box

Alt + P Open the Outlook Message Options dialog box

Ctrl + Shift + G Open the Custom dialog box to create an email message flag (cursor must be in the email message header)

Tab Move the cursor to the next field in the email message header (cursor must be in the email message header)

Shift + Tab Move the cursor to the previous field in the email message header

Ctrl + Tab	Alternate between the insertion point in the email message header and the Send button in the Mailing toolbar
Ctrl + Shift + B	Open the Address Book when the cursor is in the e-mail message header

Automate tasks

Alt + F8	Display the Macros dialog box
Alt + F11	Display the Visual Basic editor

Source: Microsoft support

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More information: defkey.com/sw/microsoft-publisher-2021-shortcuts

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