

# Microsoft Publisher

## Keyboard Shortcuts

Microsoft Publisher 2003/2002/2000



Action	Shortcut Keys
<b>File Management</b>	
Create a new publication	CTRL + N
Save changes to a publication	CTRL + S
Print part or all of a publication	CTRL + P
Open an existing publication	CTRL + O
<b>Changing the Publisher View</b>	
Move between the current page view and actual size view	F9
Move between the wizard pane view and actual size view	CTRL + F9
Turn Snap to Guides feature on and off	CTRL + W
Show or hide boundaries and guides	CTRL + SHIFT + O
Move between the background and the foreground page	CTRL + M
<b>Editing &amp; Formatting</b>	
End one line and begin another without starting a new paragraph	SHIFT + ENTER
Begin a new paragraph	ENTER
Copy	CTRL + C
Paste	CTRL + V
Undo	CTRL + Z
Increase font size to next larger size	CTRL + SHIFT + >
Decrease font size to next smaller size	CTRL + SHIFT + <
Increase font size by 1 point	CTRL + ]
Decrease font size by 1 point	CTRL + [
Check spelling	F7
Copy formatting	CTRL + SHIFT + C
Paste formatting	CTRL + SHIFT + V
Add a page after the current page	CTRL + SHIFT + N
Go to page...	F5 or CTRL + G
Select all text in a text frame or in a table cell	CTRL + A
<b>Working with Objects</b>	
Nudge to the left	ALT + LEFT ARROW
Nudge to the right	ALT + RIGHT ARROW
Nudge up	ALT + UP ARROW
Nudge down	ALT + DOWN ARROW
Add a shadow	CTRL + D
Make transparent or opaque	CTRL + T
Group or ungroup selected objects	CTRL + SHIFT + G
Bring to front	F6
Send to back	SHIFT + F6