



My e-Learning Hub

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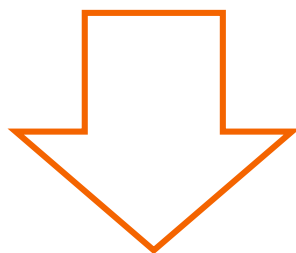
MS PUBLISHER SHORTCUTS

Keyboard Shortcuts



[Microsoft Publisher](#) is a publishing program used for laying out newsletters, brochures, and flyers. Microsoft Publisher will do a task that becomes difficult to carry out with Microsoft Word. Have a look at the [Microsoft Word Shortcuts](#).

There is not much difference between Microsoft Word and Microsoft Publisher. The only difference between the two is the Text Box creation. Mastering Microsoft Publisher can become easier if you master Microsoft Word.





GENERAL SHORTCUTS

Open a new instance

Ctrl N

Display the open publication

Ctrl O

Close current publication

Ctrl F4

Display save as dialog box

Ctrl S

Find and Replace

Ctrl F

Replace

Ctrl H

Check spelling

F7

Thesaurus task pane

Shift F7

Research task pane

Alt Click a word

Select all

Ctrl A

Make text bold

Ctrl B

Italic Text

Ctrl I



GENERAL SHORTCUTS

Underline Text

Ctrl U

Change text case upper to lower

Ctrl Shift K

Open the font dialog

Ctrl Shift F

Copy formatting

Ctrl Shift C

Paste formatting

Ctrl Shift V

Turn on or off special characters

Ctrl Shift Y

Return character formatting to the style

Ctrl Spacebar

Apply or Remove Subscript formatting

Ctrl =

Apply or Remove Superscript formatting

Ctrl Shift =

Increase space between letters in word

Ctrl Shift]

Decrease space between letters in word

Ctrl Shift [



OTHER SHORTCUTS

Increase font size by 1.0 point

Ctrl]

Decrease font size by 1.0 point

Ctrl [

Increase font size

Ctrl Shift >

Decrease font size

Ctrl Shift <

Center a paragraph

Ctrl E

Apply a paragraph on the left

Ctrl L

Apply a paragraph on the right

Ctrl R

Apply a paragraph on the justify

Ctrl J

Distribute a paragraph evenly horizontally

Ctrl Shift D

Set newspaper alignment

Ctrl Shift J

Display the hyphenation dialog box

Ctrl Shift H

Insert the current time

Alt Shift T



OTHER SHORTCUTS

Insert the current date

Alt

Shift

D

Insert the current page number

Alt

Shift

P

Undo

Ctrl

Z

Redo

Ctrl

Y

Bring object to front

Alt

F6

Send object to back

Alt

Shift

F6

Turn snap to guides on or off

F10

, Shift

R

Group selected object

Ctrl

Shift

G

Ungroup selected object

Ctrl

Shift

G

Display the Go to page dialog box

Ctrl

G

Go to next page

Ctrl

Page Dn

Go to the previous page

Ctrl

Page Up



OTHER SHORTCUTS

Switch between current page

Ctrl M

Turn boundaries on or off

Ctrl Shift O

Open the print dialog box

Ctrl P

Insert Hyperlink

Ctrl K

Display the Macros dialog box

Alt F8

Display the Visual Basic Editor

Alt F11



With the help of these above shortcuts, not only formatting the documents get easy but also helps to save the time and the efforts of the user. The productivity will solely depend on the efforts put by the user to develop the skills and tricks through [Microsoft Publisher Shortcuts](#).

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