

Microsoft Publisher 2007 Shortcut Keys

FUNCTION	KEYS
Display the Find and Replace task pane	F3
Check spelling	F7
Display Research task pane	SHIFT + F7
Make text bold	CTRL + B
Italicize text	CTRL + I
Underline text	CTRL + U
Select Style box on the Formatting toolbar	CTRL + SHIFT + S
Select Font box on the Formatting toolbar	CTRL + SHIFT + F
Select Font Size on the Formatting toolbar	CTRL + SHIFT + P
Copy formatting	CTRL + SHIFT + C
Paste formatting	CTRL + SHIFT + V
Turn Special Characters on or off	CTRL + SHIFT + Y
Return character formatting to the current text style.	CTRL + SPACEBAR
Apply or remove subscript formatting	CTRL + =
Apply or remove superscript formatting	CTRL + SHIFT + =
Increase space between letters in a word	CTRL + SHIFT +]
Decrease space between letters in a word	CTRL + SHIFT + [
Increase font size by 1.0 point	CTRL +]
Decrease font size by 1.0 point	CTRL + [
Increase to the next size in the Font Size box	CTRL + SHIFT + >
Decrease to the next size in the Font Size box	CTRL + SHIFT + <
Set center alignment for a paragraph	CTRL + E
Set left alignment for a paragraph	CTRL + L
Set right alignment for a paragraph	CTRL + R
Set justified alignment for a paragraph	CTRL + J
Set distributed alignment for a paragraph	CTRL + SHIFT + D
Set newspaper alignment for a paragraph	CTRL + SHIFT + J
Insert the current time	ALT + SHIFT + T
Insert the current date	ALT + SHIFT + D
Insert the current page number	ALT + SHIFT + P
Set the current paragraph to single spacing	CTRL + 1
Set the current paragraph to double spacing	CTRL + 2
Set the current paragraph to 1.5 line spacing	CTRL + 5