

## **Find command keyboard shortcut** <sup>[1]</sup>

May 28, 2020 by [UIS Communications](#) <sup>[2]</sup>

No longer scroll through documents trying to find the information you need with this week's second keyboard shortcut.

In a Microsoft O365 document, press **Ctrl+F (Cmd+F** in MacOS) to open the Navigation/Find and Replace window (depending on the application). From there, type the word or phrase you are looking for into the search bar to locate your information.

[computer help](#) <sup>[3]</sup>, [keyboard shortcut](#) <sup>[4]</sup>

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