

Keyboard Shortcuts for Microsoft Office Products



Office

General Office Shortcuts

Ctrl + B: Bold

Ctrl + I: Italicize

Ctrl + U: Underline

Ctrl + K: Insert hyperlink

Ctrl + F: Find

Ctrl + H: Replace

Ctrl + Home: Go to beginning of document

Ctrl + End: Go to end of document

F7: Spellcheck

F12: Save As

Non-Excel Shortcuts

Ctrl + E: Align Center

Ctrl + R: Align right

Ctrl + L: Align left

Ctrl + J: Align justified

Ctrl + ^: ^: Superscript

Ctrl + Shift + ^: ^: Subscript

Ctrl + Shift + ^: ^: Decrease font size

Ctrl + Shift + ^: ^: Increase font size

Shift + Right arrow: Select letter to the right

Shift + Left arrow: Select letter to left

Ctrl + Delete: Delete word to right of cursor

Ctrl + Backspace: Delete word to left of cursor

Ctrl + Spacebar: Remove formatting

Shift + F3: Change text case



Word

Ctrl + T: Indent paragraph

Ctrl + M: Remove hanging indent

Ctrl + G: Go to

Ctrl + 0: Add or remove a space above paragraphs

Ctrl + 1: Single space

Ctrl + 2: Double space

Ctrl + S: 1.5 space

Ctrl + Enter: Insert page break

Ctrl + ^: ^: Decrease font size

Ctrl + ^: ^: Increase font size

Alt + Ctrl + F: Insert footnote

Alt + Ctrl + D: Insert endnote

Alt + Ctrl + S: Split document window

Alt + Shift + D: Insert date

Alt + Shift + O: Mark Table of Contents entry

Alt + Shift + I: Mark citation entry

Alt + Shift + X: Mark index entry

Ctrl + Alt + 1: Change paragraph to Heading 1

Ctrl + Alt + 2: Change paragraph to Heading 2

Ctrl + Alt + 3: Change paragraph to Heading 3

Ctrl + Shift + E: Turn tracking on and off

Ctrl + Shift + W: Underline words without underlining spaces

Ctrl + Shift + D: Double underline (includes spaces)

Ctrl + Shift + A: Format text in all capital letters

Ctrl + Shift + R: View or hide nonprinting characters

Shift + F7: Thesaurus

Alt + F7: Find next spelling or grammar error

PowerPoint



Create/Edit Shortcuts

Ctrl + M: Insert new slide

Ctrl + Shift + D: Duplicate current slide

Ctrl + Up arrow: Move slide up

Ctrl + Down arrow: Move slide down

Ctrl + Shift + Up arrow: Move slide to beginning

Ctrl + Shift + Down arrow: Move slide to end

Alt + N + P: Add picture

Alt + N + X: Add text box

Ctrl + D: Duplicate object

Ctrl + Shift + C: Copy object formatting

Ctrl + Shift + V: Paste object formatting

Ctrl + Shift + ^: ^: Send object to back

Ctrl + Shift + ^: ^: Send object to front

Ctrl + G: Group

Ctrl + Shift + G: Ungroup

Ctrl + Spacebar: Play or pause media

Ctrl + N: Insert comment

F5: Run presentation

Shift + F5: View presentation from current slide forward

Presentation Shortcuts

S: Stop or restart an automatic show

B: Make screen go black

W: Make screen go white

Ctrl + P: Activate pen tool

E: Erase pen marks

Ctrl + A: Change pen to pointer

Ctrl + H: Hide pen or pointer

Tab: Go to next hyperlink (Slide no.) + Enter: Go to slide no.

Microsoft Office Keyboard Shortcuts Cheat Sheet

Ed Bott



Microsoft Office Keyboard Shortcuts Cheat Sheet:

Microsoft Office 2000 Cheat Sheet Jennifer Fulton,1999 You don t have to put your waders on to sift through mounds of text with this simple straightforward approach to Office 2000 Perfect for users who don t have much time but want to update skills *Shortcuts for Microsoft Office 2013, 2010 and 2007 Quick Reference Guide (Cheat Sheet of Keyboard Shortcuts- Laminated Card)* Beezix Software Services,2014-06-20 Laminated quick reference guide specializing in keyboard shortcuts for Microsoft Office 2013 2010 and 2007 products Word Excel and PowerPoint See topics below Shortcuts for the following topics Word Text Selection Shortcuts Movement Shortcuts Special Characters Switching Views Formatting Shortcuts Deleting Words and Other Shortcuts PowerPoint Slide Show Shortcuts Media Shortcuts Rehearsing Shortcuts Outline View Shortcuts and Other Shortcuts Excel Selection Shortcuts Movement Shortcuts Formatting Shortcuts Copying Shortcuts Formula Shortcuts Print Preview Shortcuts Special Characters and Other Shortcuts Common Shortcuts for Word Excel and PowerPoint Also includes instructions for customizing the Quick Access Toolbar and the Status Bar , *Microsoft Access 2000 MOUS Cheat Sheet* Joseph W. Habraken,Doug Klippert,2000 Each chapter is designed to introduce explain and teach skills necessary to pass the certification exam for Access 2000 MOUS including interactive labs that require readers to implement skills in a hands on setting Margin notes also serve as quick reminders Complementary Web site available

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Table of Contents Microsoft Office Keyboard Shortcuts Cheat Sheet

1. Understanding the eBook Microsoft Office Keyboard Shortcuts Cheat Sheet
 - The Rise of Digital Reading Microsoft Office Keyboard Shortcuts Cheat Sheet
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Office Keyboard Shortcuts Cheat Sheet
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Office Keyboard Shortcuts Cheat Sheet
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Office Keyboard Shortcuts Cheat Sheet
 - Personalized Recommendations
 - Microsoft Office Keyboard Shortcuts Cheat Sheet User Reviews and Ratings
 - Microsoft Office Keyboard Shortcuts Cheat Sheet and Bestseller Lists

5. Accessing Microsoft Office Keyboard Shortcuts Cheat Sheet Free and Paid eBooks
 - Microsoft Office Keyboard Shortcuts Cheat Sheet Public Domain eBooks
 - Microsoft Office Keyboard Shortcuts Cheat Sheet eBook Subscription Services
 - Microsoft Office Keyboard Shortcuts Cheat Sheet Budget-Friendly Options
6. Navigating Microsoft Office Keyboard Shortcuts Cheat Sheet eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Office Keyboard Shortcuts Cheat Sheet Compatibility with Devices
 - Microsoft Office Keyboard Shortcuts Cheat Sheet Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Office Keyboard Shortcuts Cheat Sheet
 - Highlighting and Note-Taking Microsoft Office Keyboard Shortcuts Cheat Sheet
 - Interactive Elements Microsoft Office Keyboard Shortcuts Cheat Sheet
8. Staying Engaged with Microsoft Office Keyboard Shortcuts Cheat Sheet
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Office Keyboard Shortcuts Cheat Sheet
9. Balancing eBooks and Physical Books Microsoft Office Keyboard Shortcuts Cheat Sheet
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Office Keyboard Shortcuts Cheat Sheet
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Office Keyboard Shortcuts Cheat Sheet
 - Setting Reading Goals Microsoft Office Keyboard Shortcuts Cheat Sheet
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Office Keyboard Shortcuts Cheat Sheet
 - Fact-Checking eBook Content of Microsoft Office Keyboard Shortcuts Cheat Sheet
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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