LAWYERS MUTUAL

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 + L: Align left

Ctrl + E: Align center

Ctrl + R: Align right

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: Create hanging indent

Ctrl + G: Go to

Ctrl + 0: Add or remove a space above paragraphs

Ctrl + 1: Single space

Ctrl + 2: Double space

Ctrl + 5: 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 + 8: 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

Microsoft Office 2016 Cheat Sheet and Shortcuts John Brook,2019-03-02 This is learning made easy Get more done quickly with Microsoft office shortcut 2016 With this book you will get your work done quickly at its bestest **Office 2010 and 2007 Shortcuts Quick Reference Guide (Cheat Sheet of Keyboard Shortcuts- Laminated Card)** Beezix, Inc Staff,2010-11-01 Laminated quick reference guide specializing in keyboard shortcuts for Microsoft Office 2010 and 2007 products Word Excel and PowerPoint This guide is suitable as a training handout or simply an easy to use reference guide for any type of user Shortcuts for the following topics Word Text Selection Shortcuts Movement Shortcuts Special Characters Switching Views Formatting Shortcuts Deleting Words and Other Shortcuts Excel Selection Shortcuts Movement Shortcuts Formatting Shortcuts Date Time Shortcuts Copying Shortcuts Formula Shortcuts Print Preview Shortcuts Special Characters and Other Shortcuts PowerPoint Slide Show Shortcuts Media Shortcuts Rehearsing Shortcuts Outline View Shortcuts and Other Shortcuts Common Shortcuts for Word Excel and PowerPoint Also includes instructions for customizing the Quick Access Toolbar and the Status Bar Using Microsoft Office 4 Ed Bott,1995 An easy to use guide to Microsoft Office this book provides an overview of common features covers the basics quickly of each application and touches on integration and customization It presents the most efficient and intuitive way to accomplish tasks with the Office applications Designed for comfort ease of use and ready access **How to Use Microsoft Office 2000** Sherry Kinkoph,1999 How to Use Microsoft Office 2000 covers all Office applications Word Excel PowerPoint Outlook Access and Internet Explorer The focus of coverage is on the core features that you need to understand on an ongoing basis The book also covers the new features such as web

collaboration to give you a feel for the power of this new suite and whet your appetite to learn more **Shortcuts for Microsoft Office 2016, 2013 and 2010 Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminate** Beezix Software Services,2017-10-30 Laminated quick reference guide specializing in keyboard shortcuts for Microsoft Office 2016 2013 and 2010 products Word Excel and PowerPoint Written with Beezix s trademark focus on clarity accuracy and the user s perspective this guide will be a valuable resource to improve your proficiency in using Microsoft Word Excel and PowerPoint 2016 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user 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 Using Microsoft Office for Windows 95 Ed Bott,1995 An easy to use guide to the Office suite this book provides an overview of common features covers the basics quickly of each application and touches on the integration and customization Cautions Notes and Troubleshooting Q As are liberally used throughout to help readers learn quick ways to accomplish tasks and avoid pitfalls **Switching to a Mac For Dummies** Arnold Reinhold,2009-08-31 Switch to a Mac with ease using this practical humorous guide Want to try life outside of Windows You ve come to the right place Users are switching from PCs to Macs in droves and now you can too with this helpful guide In a fun but practical way the book walks you through the entire process hardware and software including selecting a Mac moving files setting up security and getting the most out of all the fun stuff that makes Macs famous such as the iLife suite and more This book is fully updated for the new generation of Mac hardware and software including Mac OS X Snow Leopard the iLife suite and the latest trends and tools Explore running Windows on your Mac via Boot Camp how to switch your applications converting your business to a Mac getting online and more Plus you don t even have to give up Microsoft Office thanks to Microsoft Office for Mac so get this indispensable book and join the fun **Excel for Microsoft 365 Reference and Cheat Sheet** i30 Media,2021-03-22 Do you need a quick reference for Excel for Microsoft 365 The four panel Excel for Microsoft 365 Reference Cheat Sheet contains tips examples and screenshots of basic Excel functions and features A list of keyboard shortcuts for Windows and macOS is also included Fully recyclable and designed for readability *Upgrade Your Life* Gina Trapani,2010-10-07 Whether you re a Mac or Windows user there are tricks here for you in this helpful resource You ll feast on this buffet of new shortcuts to make technology your ally instead of your adversary so you can spend more time getting things done and less time fiddling with your computer You ll learn valuable ways to upgrade your life so that you can work and live more efficiently such as empty your e mail inbox search the Web in three keystrokes securely save Web site passwords

automatically back up your files and many more   <u>Microsoft Office 2013 Essentials Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)</u> Beezix,Beezix Software Services, Inc,2013-02-07 Laminated quick reference card showing step by step instructions and shortcuts for how to use features of Microsoft Office 2013 that are common to Word Excel Drag Drop Changing Text Font and Size Enhancing Text Bold Italic Formatting with the Mini Toolbar Undoing Redoing Actions Repeating an Action Changing AutoCorrect Behavior Adding Pictures Adding SmartArt Working with Windows Switching between Open Windows Arranging Multiple Windows Saving a PDF Sending a Document as an E mail Attachment PDF or Link File Formats Compatibility with Previous Versions Also includes a list of keyboard shortcuts common to Word Excel PowerPoint   **PCs Cheat Sheet** Shelley O'Hara,Galen Grimes,1999 Que s Cheat Sheet Series offers the busy beginning PC user just the right amount of information to get started with his her PC Each chapter has a Basic Survival section that teaches the essentials of that chapter The author then has highlighted important content for the reader in a different color to stand out Finally the author gives the reader additional notes tips and shortcuts in the handwritten margin notes All combine to give the new PC user a quick easy way to navigate and use his her PC   *Office 97 Secrets?* Steve Cummings,Robert Cowart,1997-06-18 Office 97 secrets The Office partner you can depend on With five of the world s leading applications a treasure trove of supplementary components and a complete programming language Office 97 will meet nearly every one of your computing challenges if you can find the critical tools and techniques hidden inside the powerful software suite Team up with Office 97 secrets More than a guide to the fundamental features and functions of Office 97 this thorough hands on tutorial reference will show you hundreds of undocumented shortcuts and advanced tips that will help you make the most of Office 97 You had questions now you have secrets Uncover all the Office secrets Take complete control of Office 97 s advanced customizing techniques Optimize your productivity with the Office Shortcut Bar Master Office 97 s hidden file management and data exchange features Build powerful VBA macros to automate tasks Learn expert editing and formatting techniques in Word Explore advanced Excel data analysis features Publish Access databases on the Internet Manage your schedules contacts and e mail with Outlook Create spectacular Web pages with Office 97 CD ROM Inside Try out an outstanding selection of over 30 Office 97 freeware shareware programs including Program Enhancements Office Toys a Word toolbar with a slew of useful add on features Power Utility Pak a top notch Excel cornucopia including 30 utilities 40 custom functions and a full set of shortcut menus Check Writer an Access application that writes and prints your checks Janitor in a DLL prevents Outlook from cleaning out important messages Internet Tools Net Diary an Internet Explorer add on that automatically keeps track of all the Web sites you visit Infocourier converts HTML files into stand alone executable hypertext documents FTP Explorer makes browsing FTP files so much easier Dunces fixes the weaknesses in Windows dial up networking feature System and File Compression Utilities ClipMate a must for anyone doing serious editing with Office RADFind finds any document in a flash from with Office WinUpD8R synchronizes desktop and notebook versions

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This book delves into Microsoft Office Keyboard Shortcuts Cheat Sheet. Microsoft Office Keyboard Shortcuts Cheat Sheet is a vital topic that must be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Microsoft Office Keyboard Shortcuts Cheat Sheet, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:

   - Chapter 1: Introduction to Microsoft Office Keyboard Shortcuts Cheat Sheet
   - Chapter 2: Essential Elements of Microsoft Office Keyboard Shortcuts Cheat Sheet
   - Chapter 3: Microsoft Office Keyboard Shortcuts Cheat Sheet in Everyday Life
   - Chapter 4: Microsoft Office Keyboard Shortcuts Cheat Sheet in Specific Contexts
   - Chapter 5: Conclusion

2. In chapter 1, this book will provide an overview of Microsoft Office Keyboard Shortcuts Cheat Sheet. This chapter will explore what Microsoft Office Keyboard Shortcuts Cheat Sheet is, why Microsoft Office Keyboard Shortcuts Cheat Sheet is vital, and how to effectively learn about Microsoft Office Keyboard Shortcuts Cheat Sheet.
3. In chapter 2, this book will delve into the foundational concepts of Microsoft Office Keyboard Shortcuts Cheat Sheet. The second chapter will elucidate the essential principles that need to be understood to grasp Microsoft Office Keyboard Shortcuts Cheat Sheet in its entirety.
4. In chapter 3, this book will examine the practical applications of Microsoft Office Keyboard Shortcuts Cheat Sheet in daily life. The third chapter will showcase real-world examples of how Microsoft Office Keyboard Shortcuts Cheat Sheet can be effectively utilized in everyday scenarios.
5. In chapter 4, the author will scrutinize the relevance of Microsoft Office Keyboard Shortcuts Cheat Sheet in specific contexts. The fourth chapter will explore how Microsoft Office Keyboard Shortcuts Cheat Sheet is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, this book will draw a conclusion about Microsoft Office Keyboard Shortcuts Cheat Sheet. The final chapter will summarize the key points that have been discussed throughout the book.
   This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Microsoft Office Keyboard Shortcuts Cheat Sheet.

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