

# Office Shortcuts

**Word**

Delete previous word Ctrl Backspace	Capitalisation options Shift F3	Repeat most recent action F4	Vertical text selection Ctrl Drag	Copy selected text / object Ctrl Drag	Spell check F7	Insert Date Ctrl Shift D	Apply normal paragraph style Ctrl Shift N	Copy formatting of selected text Ctrl Shift C
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**Excel**

Create default chart F11	Insert blank cells Ctrl Shift +	Auto complete options Alt ↓	Select entire table Ctrl Shift space	Copy cell value from cell above Ctrl /	Minimise ribbon Ctrl F1	Autosum - End of range or Selected range Alt =	Format cells dialog box Ctrl 1	Next cell Tab ↕	Spell Check F7
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**Outlook**

Switch to Mail Ctrl 1	Reply to Mail Ctrl R	Forward mail Ctrl F	Next message Ctrl .	Previous message Ctrl ,	Create task Ctrl Shift K	Create appointment Ctrl Shift A	Create meeting request Ctrl Shift Q	Check for new mail F5
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**PowerPoint**

Insert slide Ctrl M	Select next object on slide Shift Tab ↕	Move object pixel by pixel Ctrl ← ↓ → ↑	Group object / Ungroup Ctrl Shift G / H	Start presentation from first slide F5	Previous slide Backspace ←	Jump to a particular slide Type the slide number and press Enter	Jump to first slide Home	Jump to last slide End	Black out screen/ resume slide show B
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Shortcuts for editing slides | Slideshow shortcuts

**Universal**

Select All Ctrl A	Copy Ctrl C	Cut Ctrl X	Paste Ctrl V	Undo Ctrl Z	Redo Ctrl Y	Print Ctrl P	Save Ctrl S	Switch between open windows Alt Tab ↕	Help F1	Find Ctrl F
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**Microsoft**

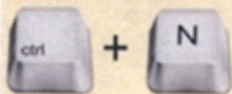
# Outlook Cheat Sheet



Switch to Mail



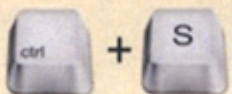
New Email



Spell Check



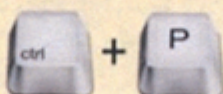
Save



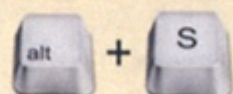
Save as



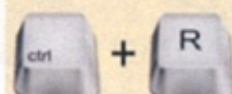
Print



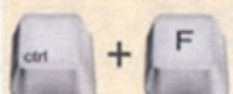
Send Email



Reply



Forward



Reply to All



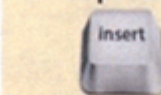
Mark as NOT Junk



Check Mail



Add Quick Flag to Unopened Mail



Search



Switch to Inbox



Switch to Outbox



New Appointment



Open Address Book



Create Contact



Create Folder



Advanced Find



Next Message



Flag for Follow Up



Create Journal Entry



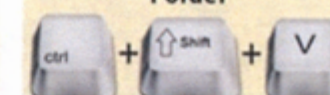
Open New Task



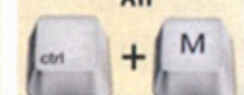
Create Meeting Request



Move to Another Folder



Send/Receive All



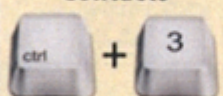
Copy to Another Folder



Switch to Calendar



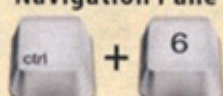
Switch to Contacts



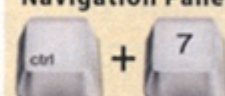
Switch to Tasks



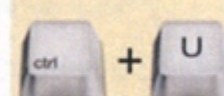
Folder List in Navigation Pane



Folder List in Navigation Pane



Mark as Unread



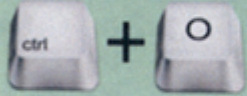




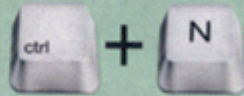
# Microsoft Excel Cheat Sheet



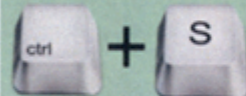
Open Workbook



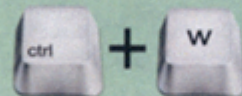
Create New



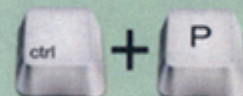
Save



Close Workbook



Preview & Print



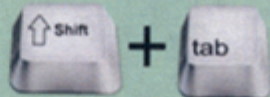
Instant  
Chart!



Right One Cell



Left One Cell



Down One  
Cell



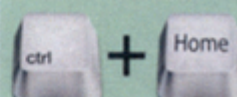
Down One  
Screen



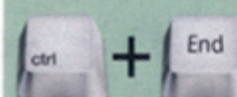
Up One  
Screen



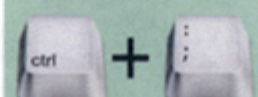
To Cell A1



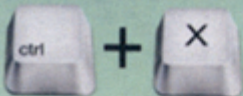
To Last Cell



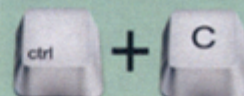
Insert Date



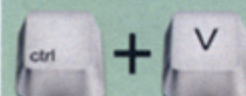
Cut



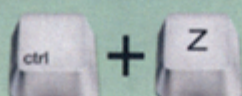
Copy



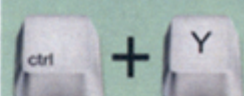
Paste



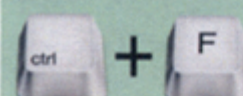
Undo



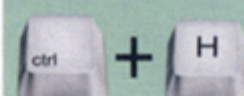
Redo



Find



Replace



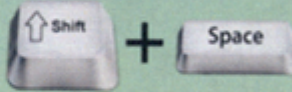
Edit Active  
Cell



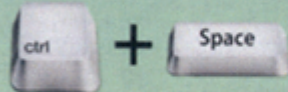
Clear Cell  
Contents



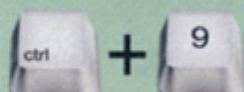
Select Entire Row



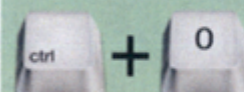
Select Entire Column



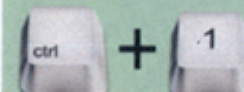
Hide Selected  
Rows



Hide Selected  
Columns



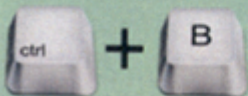
Format Cell



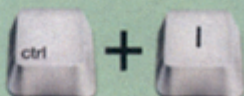
Help!



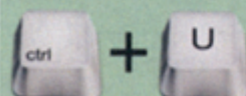
Bold



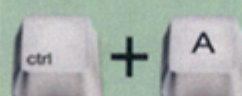
Italics



Underline



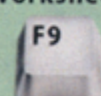
Select All



Spell Check



Calculate  
Worksheets







**Microsoft**

# Word Cheat Sheet



**Open Document**



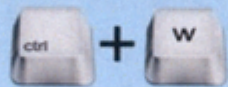
**Create New**



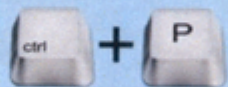
**Save**



**Close Document**



**Print**



**Help!**



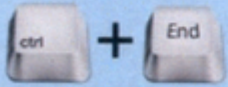
**Spell Check**



**Beginning of Document**



**End of Document**



**Beginning of line**



**End of line**



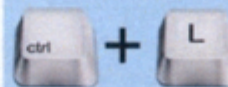
**Down One Screen**



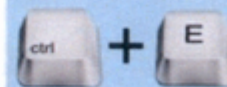
**Up One Screen**



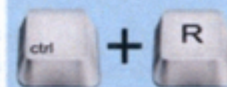
**Align Left**



**Align Centre**



**Align Right**



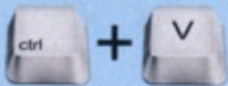
**Cut**



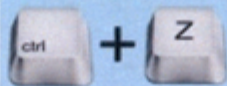
**Copy**



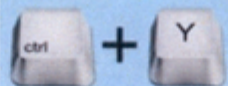
**Paste**



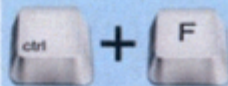
**Undo**



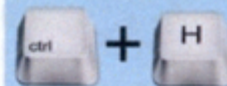
**Redo**



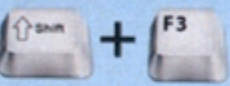
**Find**



**Replace**



**Change Case of selected text**



**Insert Date**



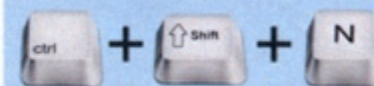
**Insert Time**



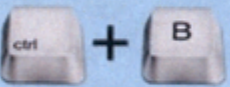
**Insert Page Number**



**Apply Normal Style**



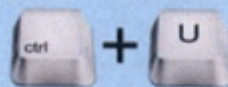
**Bold**



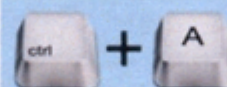
**Italics**



**Underline**



**Select All**



**Switch Documents**

