



## Common Shortcuts

Close Program.....	Alt+F4
Move between open programmes .....	Ctrl+Tab
Cut.....	Ctrl+X
Copy .....	Ctrl+C
Paste .....	Ctrl+V
Duplicate object .....	Ctrl+D
Undo .....	Ctrl+Z
Redo .....	Ctrl+Y

### Formatting characters

Select All.....	Ctrl+A
Bold .....	Ctrl+B
Underline .....	Ctrl+U
Italic .....	Ctrl+I
Repeat last action .....	F4

### Working with documents

Create a new document.....	Ctrl+N
Open a document .....	Ctrl+O
Close a document.....	Ctrl+W
Move between open Documents .....	Ctrl+F6
Save As .....	F12
Save a document.....	Ctrl+S
Print a document.....	Ctrl+P
Spellcheck .....	F7
Toggle Extend Mode.....	F8



## Word

### Formatting Characters

Change Case.....	Shift+F3
Increase Font Size .....	Ctrl+Shift+ >
Decrease Font Size .....	Ctrl+Shift+ <

### Formatting Paragraphs

Single Line Spacing .....	Ctrl+1
Double Line Spacing.....	Ctrl+2
1½ Line Spacing .....	Ctrl+5
12 pt Space above paragraph.....	Ctrl+0
Indent Paragraph .....	Ctrl+M

### Outline View

Promote .....	Shift+Tab
Demote .....	Tab

Demote to Body Text.....	Ctrl+Shift+N
--------------------------	--------------

### Styles

Heading 1 .....	Ctrl+Alt+1
Heading 2.....	Ctrl+Alt+2
Heading 3.....	Ctrl+Alt+3
Normal.....	Ctrl+Shift+N

### Date & Time

Insert Date Field .....	Alt+Shift+D
Insert Time Field.....	Alt+Shift+T

### Fields

Update Field .....	F9
Toggle Codes .....	Shift+F9
Create Field.....	Ctrl+F9

### Cross References, Footnotes and Endnotes

Mark a table of contents entry .....	ALT+SHIFT+O
Mark a table of authorities entry .....	ALT+SHIFT+I
Mark an index entry.....	ALT+SHIFT+X
Insert a footnote .....	ALT+CTRL+F
Insert an endnote .....	ALT+CTRL+E



## Excel

### Moving Around

Cell A1.....	Ctrl+Home
Last Used Cell .....	Ctrl+End
Go To dialog box.....	F5
Next Blank Cell in Row .....	Ctrl+⇨
Next Blank Cell in Column.....	Ctrl+⇩

### Selecting

Select the current column .....	Ctrl+Spacebar
Select the current row .....	Shift+Spacebar
To Next Blank Cell in Row.....	Ctrl+Shift+⇨
To Next Blank Cell in Column.....	Ctrl+Shift+⇩
All Cells around Current .....	Ctrl+Shift+8

### Date and time

Insert current time .....	Ctrl+Shift+;
Insert current date .....	Ctrl+;

### Miscellaneous

View formulas .....	Ctrl+~
Create a chart .....	F11
Edit links .....	Edit menu / Links



## PowerPoint

### Selecting text and objects

Select Frame .....	F2
All objects (slide view) .....	Ctrl+A
All slides (slide sorter view).....	Ctrl+A
All text (outline view).....	Ctrl+A
An object.....	TAB or Shift+TAB

### Formatting text

Left align .....	Ctrl+L
Right align.....	Ctrl+R
Centre align .....	Ctrl+E
Change Case.....	Shift+F3

### Working in the slide view

New Slide .....	Ctrl+M
New Slide Same Layout .....	Ctrl+Shift+M

### Slide show controls

Next slide .....	ENTER or PAGEDOWN
Display a black screen (toggles) .....	B
Display a white screen (toggles) .....	W
End a slide show.....	ESC
Erase on-screen annotations .....	E
Go to next hidden slide .....	H
Go to slide <number> .....	<number>+ENTER
Return to the previous slide .....	P or PAGEUP
Set new timings while rehearsing .....	T
Stop or start an automatic slide show .....	S
Use original timings while rehearsing .....	O
First slide .....	Hold both mouse buttons for 2 seconds



## Project

### Using the table

Beginning of Table .....	Ctrl+Home
End of table .....	Ctrl+End
Beginning of Gantt chart .....	Alt+Home
End of Gantt chart.....	Alt+End
Find a task by the number .....	F5
Find a Task by a word .....	Ctrl+F
Link Tasks .....	Ctrl+F2

### Zoom

Zoom In .....	Ctrl+/
---------------	--------

Zoom Out ..... Ctrl+Shift+ \*



## Outlook

Make the Find a Contact box active .....	F11
Mark an e-mail message as read .....	Ctrl+Q
Open a contact.....	Ctrl+Shift+C
Open a meeting request.....	Ctrl+Shift+Q
Open a task.....	Ctrl+Shift+K
Open an appointment.....	Ctrl+Shift+A
Open an e-mail message .....	Ctrl+Shift+M
Open the address book .....	Ctrl+Shift+B
Open the Advanced Find dialog box .....	Ctrl+Shift+F
Switch to Inbox.....	Ctrl+Shift+I
Send a message .....	Alt+S
Reply to a message.....	Ctrl+R
Forward a message.....	Ctrl+F



## Access

### Navigation

Show Database Window .....	F11
Move between open Objects .....	Ctrl+F6
Form View (from Design View).....	F5

### Working in Design View

Zoom Box.....	Shift+F2
Expression Builder .....	Ctrl+F2
Show Properties.....	Alt+Enter
Switch between Top and Bottom.....	F6

### Data Entry

Toggle Yes/No field .....	Spacebar
Current Date.....	Ctrl+;
Current Time .....	Ctrl+Shift+;
Copy field above.....	Ctrl+'
Open Combo Box.....	F4
Get Out Of Trouble.....	Esc

## VBA

Run code in Editor.....	F5
Step code in Editor .....	F8
Toggle Breakpoint .....	F9
Step Over .....	Shift +F8
Stop code .....	Ctrl+Break