

Office

General

Action

Get Help
Create new item
Open existing item
Save item
Print item
Close item
Close the active window
Check pull down menus

Press

F1
Ctrl + N
Ctrl + O
Ctrl + S
Ctrl + P
Ctrl + W
Alt + F4
Alt + Underscored

Navigation Techniques

Select whole of item
Go to top of item
Go to end of item
Go to beginning of a line
Go to end of a line

Ctrl + A
Ctrl + Home
Ctrl + End
Home
End

Formatting

Apply/remove Bold
Apply/remove Underline
Apply remove italics

Ctrl + B
Ctrl + U
Ctrl + I

Editing

Copy text/graphics
Cut text/graphics
Paste text/graphics
Undo last action
Undo undo last action
Check spelling

Ctrl + C
Ctrl + X
Ctrl + V
Ctrl + Z
Ctrl + Y
F7



Change the case of letters
Double underline text
Centre a paragraph
Justify a paragraph
Left align a paragraph

Shift + F3
Ctrl + Shift + D
Ctrl + E
Ctrl + J
Ctrl + L

Right align a paragraph
Add current date
Add a page number
Insert a page break
View non-printing chars
Set single line spacing
Set double line spacing
Insert copyright symbol

Ctrl + R
Alt + Shift + D
Alt + Shift + P
Ctrl + Enter
Ctrl + Shift + *
Ctrl + 1
Ctrl + 2
Alt + Ctrl + C



Creating Messages

Open the Address book
New Message
Send an item
Reply to sender
Reply to all
Forward an item

Ctrl + Shift + B
Ctrl + N
Ctrl + Enter
Ctrl + R
Ctrl + Shift + R
Ctrl + F

Organising Messages

Delete a message
Move an item to a folder
Mark as Unread
Mark as Read
Open the Inbox
Go to other folders

Ctrl + D
Ctrl + Shift + V
Alt + E + N
Ctrl + Q
Ctrl + Shift + I
Ctrl + Y

Moving Around Calendar

One Day
Two to nine days
Ten Days
One Week
One Month
Same day next week
Same day last week
First day of the month
Last day of the month

Alt + 1
Alt + 2 up to 9
Alt + 0
Alt + -
Alt + =
Alt + a
Alt + a
Alt + Page Up
Alt + Page Down



With Worksheets

Insert new worksheet
Insert new chart sheet
Select entire column
Select entire row
Select all data around
Define a name
Move left, right, up & down one cell

Shift + F11
F11
Ctrl + spacebar
Shift + spacebar
Ctrl + Shift + *
Ctrl + F3
Arrow keys

Move to edge of data
Go to cell A1
Move down a screen
Move up a screen
Move across right a screen
Move across left a screen
Move to the next worksheet
Move to the next worksheet

Ctrl + Arrow keys
Ctrl + Home
Page Down
Page Up
Alt + Page Down
Alt + Page Up
Ctrl + Page Down
Ctrl + Page Up

Working in Cells

Start a formula
Insert=Sum ()
Enter current date
Enter current time
Edit a cell
Copy formatting
Cancel an entry
Format cells
Insert a hyperlink
Find origin of formula
Copy cell above
Copy cell to left

= (equal sign)
Alt + =
Ctrl + ; (semi colon)
Ctrl + Shift + ;
F2
F4
Esc
Ctrl + 1 (one)
Ctrl + K
Ctrl + [
Ctrl + D
Ctrl + R