Scott's Top 10 Keyboard Shortcuts for Working in Office

Shortcut: [Ctrl] + [Home]
Function: Go to the top of the document/page
This command quickly takes you to the top of a Word document, Outlook e-mail, Excel spreadsheet, PowerPoint presentation, PDF, or webpage no matter what the current location of the cursor is.

Shortcut: [Ctrl] + [End]
Function: Go to the end of the document/page
This command quickly takes you to the end of a document, email, presentation, PDF, or webpage no matter where you are. This command *does* work in Excel, but its behavior is a bit flaky.

Shortcut: [Ctrl] + [Z]
Function: Undo
Undoes your previous action. In many applications, you can Undo up to 99 previous actions. Works in a majority of non-Microsoft applications as well.

Shortcut: [Ctrl] + [X]
Function: Cut
Removes the text or object you have selected and places it on the clipboard for pasting in another location. Works in a majority of non-Microsoft applications as well.

Shortcut: [Ctrl] + [C]
Function: Copy
Makes a copy of the text or object you have selected and places it on the clipboard for pasting in another location. Works in a majority of non-Microsoft applications as well.

Shortcut: [Ctrl] + [V]
Function: Paste
Pastes the current contents of the clipboard to the current location. Works in a majority of non-Microsoft applications as well.

And notice this... look at the bottom row of your keyboard... Z X C V… it's the commands Undo, Cut, Copy, Paste.

Shortcut: [F1]
Function: Help
If nothing is selected, opens and accesses the Online Help. If a command is selected, opens Help about that command.

Shortcut: [Ctrl] + [P]
Function: Print
Opens the Print dialog box.

Shortcut: [Alt] + [F4]
Function: Close window
This command will close your current document or window. **Be careful!!** If necessary, make sure you have saved your work before using this command.

Shortcut: [F12]
Function: Save as
Most of us are familiar with the Save command, but what if you want to rename or copy the file? [Ctrl]+[S] is the Save command, but using F12 opens the Save As dialog box, which allows you to perform other file management functions, including changing the directory or file folder, renaming the file, or saving a copy.

Scott's Top 10 Keyboard Shortcuts for Working in Word

Shortcut: [Ctrl] + [A]
Function: Select all
Selects everything in the document. This command is good for applying character formatting (like font size or style) to an entire document, or for updating field codes throughout a document.

Shortcut: [Ctrl] + [Tab]
Function: Tab inside a table cell
When working in a table, if you press Tab it will move to the next cell instead of indenting the text like you would expect in regular text. To actually insert a Tab character into a table cell, press Ctrl+Tab.

Shortcut: [Ctrl] + [Enter]
Function: Hard page break
When you need to start a new page, but the current page isn't "full", use this command to insert a hard page break and create a new page in your document.

Shortcut: [F5]
Function: Go to
The command opens the Go To dialog box. Use this dialog box to quickly jump to another part of a document. By default, it jumps to pages. Open the dialog box, type a page number, and press Enter.

Shortcut: [Ctrl] + [F6]
Function: Switch document windows
If you have multiple Word documents open, this command allows you to switch between or cycle through the open documents.

Shortcut: [Home] and/or [End]
Function: Go to line beginning/end
The Home command moves the cursor to the left edge of the document, staying in the current line. The End command moves it to the right edge of the document.

Shortcut: [Shift] + [Home] and/or [Shift] + [End]
Function: Select text
Shift+Home selects everything to the LEFT of the current cursor position. Shift+End selects everything to the RIGHT of the current cursor position. Both commands only select whatever is in the current line.

Shortcut: [Ctrl] + [Shift] + [G]
Function: Open the Word Count dialog box
This command displays a quick dialog box with statistical information about your document.

Shortcut: [Ctrl] + [Shift] + [A]
Function: Format all caps
This command is actually a toggle. Select your text, and press this combination to change the text to all caps. Press the shortcut again to return the text to normal case.

Shortcut: [F9]
Function: Update selected field
When working with field codes in a document, this will update or refresh the contents of a field. Most commonly I use this when working with Tables of Contents. The TOC itself is a field, and pressing F9 forces Word to rescan the document and fix any numbering or text changes that may have occurred.

Scott's Top 10 Keyboard Shortcuts for Working in Excel

Shortcut: [Ctrl] + [Page Up] and [Ctrl] + [Page Down]
Function: Previous/Next worksheet
This command allows you to cycle through all of the worksheets in your workbook without having to click on the tabs at the bottom of the window.

Shortcut: [Ctrl] + Any Arrow Key
Function: Move one cell before the next blank cell in the selected direction
For example, if you press [Ctrl] plus the down arrow, Excel finds the next blank cell going down, and then stops one cell before that. If there is nothing but blank cells in that direction, Excel will jump to the very end of the worksheet. This command works well lists that don't have a lot of blank rows or columns.

Shortcut: [Shift] + Any Arrow Key
Function: Select cells
Hold down the [Shift] key and press an arrow key to select cells in that direction. As long as [Shift] is heldn, you can select any number of cells in any direction.

Shortcut: [F5]
Function: Go to a cell/reference
This command is very similar to the [F5] command in Word. Press [F5], type a cell reference, press [Enter], and Excel will move the active cell to that cell.

Shortcut: [F11]
Function: Insert a chart sheet
First, highlight the data you want to chart, and then press [F11]. Excel will create a basic column chart on a separate chart sheet in your workbook.

Shortcut: [Shift] + [F11]
Function: Insert a new worksheet
This command creates a new blank sheet in your workbook. Notice it's the same function key as creating a chart, just that you need to add [Shift].

Shortcut: [Ctrl] + [;] (semicolon) and [Ctrl] + [:] (colon)
Function: Insert current date/time
The semicolon (;) shortcut inserts the current date into the selected cell, and the colon (:) shortcut inserts the current time into the selected cell. Note, you will need to press the [Shift] key in order to get the colon character.

Shortcut: [Ctrl] + ['] (single quote character next to the [Enter] key)
Function: Copy above cell
Makes an exact copy of the cell above the current cell. **CAUTION!** While this command *does* work for copying formulas, Excel DOES NOT change the cell references like when using Copy and Paste. This command also doesn't work very well with dates or times. Use this command ONLY for text or numbers.

Shortcut: [Ctrl] + [Alt] + [V]
Function: Paste special
This shortcut opens the Paste Special menu, which allows you to be selective in how or what you paste into a cell. For example, you can paste the contents of a cell without pasting its formatting.

Shortcut: [Ctrl] + [D] and [Ctrl] + [R]
Function: Fill down or right
Select a cell you want to copy, plus any number of **empty** cells down or to the right. Use [D] to fill down or [R] to fill right. Excel copies the contents of the first cell and pastes it into all selected cells. **CAUTION!** If you select any cells that have data, they will be overwritten by this command. Unlike the Ctrl+' command , this command is "safe" to use with formulas – Excel will change the cell references in the formulas as you would normally expect.

Scott's Top 10 Keyboard Shortcuts for Working in Outlook

Shortcut: [Ctrl] + [N]
Function: New item
This shortcut will create a new item based on the folder you are in. For instance, if you're in the Inbox, it will create a new e-mail message. If you are viewing the Calendar, it will create a new appointment.

Shortcut: [Ctrl] + [Shift] + [M]
Function: New mail message
This shortcut will create a new e-mail message no matter what folder you are currently in. For instance, even if you are viewing the Calendar, pressing this shortcut will open a New Mail message window.

Shortcut: [Ctrl] + <any number>
Function: Switch to folder
These shortcuts will allow you to switch between the major folders in Outlook. You can find a list of which folder is associated with which number by clicking on the Go menu in the main Outlook window.

Shortcut: [Alt] + <any number>
Function: View days in calendar
When viewing the Calendar, you can select the number of days you'd like to view at once. Press the [Alt] key plus any number to view that many days at once. For instance, to view three days, press [Alt]+[3].

Shortcut: [Ctrl] + [R] and [Ctrl] + [F]
Function: Reply and Forward
When working in the Inbox, you can quickly Reply to or Forward a message with these shortcuts.

Shortcut: [Ctrl] + [Q]
Function: Mark as read
This shortcut changes the status of a message from "New" to "Read".

Shortcut: [Ctrl] + [K] or [Alt] + [K]
Function: Check names
When adding e-mail addresses to the To or CC boxes, this shortcut forces Outlook to check the name you've entered against the Outlook Global Address List. For instance, if I type someone's last name in the To or CC boxes, and press [Alt]+[K], Outlook will give me a list of all of the people in the Global Address List with that last name. From that list I can select which one I want. Outlook can only check for names in the Global Address List or Outlook Address Book – it cannot "check names" for internet email addresses.

Shortcut: [Ctrl] + [Shift] + [G]
Function: Flag for follow up
Opens the Flag for Follow Up dialog box so that you can set a reminder to follow up on an e-mail or other item.

Shortcut: [Alt] + [S] or [Ctrl] + [Enter]
Function: Send message
When composing an e-mail message, both of these shortcuts send the e-mail message.

Shortcut: [F3]
Function: Activate the search bar
This shortcut will highlight the Search Bar and move your cursor into the Search Box of the folder.

Scott's Top 10 Keyboard Shortcuts for Working in PowerPoint

Shortcut: [Page Up] or [Page Down]
Function: Previous/Next
When editing a presentation, these shortcuts allow you to move to the previous or next slide. When showing a presentation, these shortcuts go to the previous or next action (i.e. advance the slide or show the next bullet point)

Shortcut: [Ctrl] + [M]
Function: Create a new slide
Creates a new blank slide with the Title and Content layout.

Shortcut: [Ctrl] + [D]
Function: Duplicate
This is a shortcut for a shortcut. Instead of having to Copy an item and then Paste it, you can select the item and press this shortcut to perform a Copy and Paste in a single action.

Shortcut: [Alt] + [Shift] + [Up Arrow]/[Down Arrow]
Function: Move paragraph up or down
When working in a bulleted list, you can move an entire bullet point or paragraph up or down using these shortcuts.

Shortcut: [Alt] + [Shift] + [Left Arrow]/[Right Arrow]
Function: Promote or demote paragraph
When working in a bulleted list, these shortcuts will promote (make into a higher level) or demote (shift to a lower level) a bullet point. For instance, you can promote a 2nd level bullet to a 1st level bullet, or you can demote a 1st level bullet to a 2nd level bullet.

Shortcut: [F5]
Function: Start slide show from beginning
This shortcut starts the slide show from the beginning of the presentation, regardless of what slide you were currently working on.

Shortcut: [Shift] + [F5]
Function: Start slide show from current slide
This shortcut starts the slide show from the currently selected slide. For instance, if you are working on slide 5, this shortcut will jump into the presentation at slide 5.

Shortcut: [Esc]
Function: End/Exit a presentation
Quits, ends, exits, or stops a presentation in slide show view.

Shortcut: [F1]
Function: Display presentation controls
When in slide show view (that is, showing a presentation) this shortcut will display a dialog box with a list of presentation shortcut keys that can be used.

Shortcut: [B] or [W]
Function: Display a black or white slide
When displaying or showing a presentation, these keys will cause a Black or a White screen to be shown instead of a slide. Press any key to resume the presentation.

Scott's Top 10 Keyboard Shortcuts for Working in Windows

Note: The **[WinLogo]** key is the key with the Microsoft Windows Logo on it ⊞. Most keyboards have one or two of these at the bottom of the keyboard near the Ctrl/Alt/Spacebar keys.

Shortcut: [Alt] + [Tab]
Function: Switch applications
First, hold down the [Alt] key. As you hold down [Alt], tap the [Tab] key. As you do this, a menu of your currently open applications will display in the middle of the screen. When the application you want is selected, release the [Alt] key.

Shortcut: [Ctrl] + [Esc] or [WinLogo]
Function: Open the Start Menu
Opens the Windows Start menu, which you can navigate through by using the arrow keys or other shortcuts.

Shortcut: [Ctrl] + drag item with the mouse
Function: Create a copy
When you Control-drag a file with your mouse, Windows creates a copy of the file. Hold down [Ctrl] first, then drag the file with the left mouse button. The file can be dropped in the current directory, or it can be dragged to another folder.

Shortcut: [Alt] + [F4]
Function: Close the current program/window
Closes the currently selected window or program. Will prompt you to save your work if necessary.

Shortcut: [Alt] + [Spacebar]
Function: Display the system menu for the application
Displays the system menu for a window, generally consisting of the Restore, Move, Size, Minimize, Maximize, and Close commands.

Shortcut: [F5]
Function: Refresh the current window
When working in My Computer or Windows Explorer, this shortcut refreshes the content of the window.

Shortcut: [WinLogo] + [D]
Function: Display the Windows Desktop
Minimizes all open applications to the Task bar and displays the Windows desktop.

Shortcut: [WinLogo] + [E]
Function: Open My Computer
Opens the My Computer window.

Shortcut: [WinLogo] + [F]
Function: Open the search pane
Opens the Windows Search pane or the Windows Search companion (depending on what's installed on the workstation)

Shortcut: [WinLogo] + [L]
Function: Lock the workstation
This shortcut quickly locks the workstation. Press [Ctrl]+[Alt]+[Del] and enter your password to unlock.