



GENERAL

Clipboard

Ctrl C Copy
Ctrl X Cut
Ctrl V Paste

Selection

Ctrl A Select All

Windows

Win → Move the window to the right edge of the screen
Win ← Move the window to the left edge of the screen
Win ↑ Maximize a window
Win ↓ Minimize a window
Alt Tab Browse windows. Hold down Alt and click the Tab key to select a window.
Win D Minimize all windows

Others

Win + Shift S Take a screenshot
Win E Resource Management (File manager) window

EXCEL

Calculation

F4 Change the reference type between relative, absolute, and mixed references (eg. \$A\$1)

Move between tables

Ctrl Page Up Next break
Ctrl Page Down Previous table

Move around in a table

Ctrl Home Moves to the beginning of a table
Ctrl End Moves to the last used cell on the table
Home Moves to the beginning of the line
Ctrl ↑ Moves up to the first piece of information
Ctrl ↓ Move down to the last piece of information
Ctrl → Move right to the last piece of information
Ctrl ← Move left to first data

Selecting

Shift Ctrl Home Selects to the beginning of a table
Shift Ctrl End Selects to the last used cell on the table
Shift Home Selects to the beginning of the line
Shift Ctrl ↑ Selects up to the first piece of information
Shift Ctrl ↓ Selects down to the last piece of information
Shift Ctrl → Selects right to the last piece of information
Shift Ctrl ← Selects left to first data

ALL OFFICE PROGRAMS

Help

F1 Help. For more keyboard shortcuts type in "keyboard shortcuts"

Formatting

Ctrl B Bold
Ctrl I Cursive
Ctrl U Underline

Find and replace

Ctrl F Finder
Ctrl H Replace

Undo

Ctrl Z Undo

Saving

Ctrl S Save file

WORD

Breaks

Ctrl Enter Page break
Shift Enter Line break. Word automatically wraps the text, but you can also make a line break where you want it.
Ctrl + Superscript (Powerpoint has a different keyboard shortcut)

Keep text together

Nonbreaking spaces and hyphens keep words in one line

Ctrl Shift Space Binding Word Spacing
Ctrl Shift - Binding hyphen

Formatting

Indent

Ctrl M Decreases indent
Ctrl Shift M Increase indent

Hanging indent

Ctrl T Enlarge indentation
Ctrl Shift T Reduce indentation

Removing formatting

Ctrl 1Space Remove font formatting
Ctrl Q Removes paragraph formatting

Moving around

Ctrl Home Go to the top of the page

Fields

F9 Update fields. The best way to work is to first select the entire document (Ctrl+A) and then update all the field references (F9) such as the table of content and references.

POWERPOINT

Texts

Tab Indent
Shift Tab Decrease indentation
Ctrl Shift + Superscript (Word has a different keyboard shortcut)

Views

F5 Launch the slide show (go to the first slide)
Shift F5 Launch slide show (from current slide)
Alt F5 Presenter view (moves to the first slide)
Alt Shift F5 Presenter view (from current slide)
Esc Return to normal view

Drawing

Shift F6 Activate ruler (ruler must be visible)
Alt ← Rotate the ruler to the left (the key combination only works if the ruler is activated)
Alt → Rotate the ruler to the right (the key combination only works if the ruler is activated)

How to Record Screen Recording

Win Shift Q Stop recording

itsellezi