



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

POWERPOINT

Texts

⇧ Shift **Tab** Indent
⇧ Shift **⇧ 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

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.

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

itsgellezi