

## Handy Shortcuts and tips from John

| <b>WORD</b>            |                                  |
|------------------------|----------------------------------|
| All Caps               | CTRL+SHIFT+A                     |
| Bold/Italics/Underline | CTRL+B or I or U (most products) |
| Centre                 | CTRL+E                           |
| Change Case            | SHIFT+F3                         |
| Change Font            | CTRL+SHIFT+F                     |
| Close Document         | CTRL+W                           |
| Copy/Paste             | CTRL+C or V (most products)      |
| Cut Text               | CTRL+X                           |
| Double Line Spacing    | CTRL+2                           |
| Double Underline       | CTRL+SHIFT+D                     |
| End/Start of Document  | CTRL+END/HOME                    |
| Find                   | CTRL+F                           |
| Format Font            | CTRL+D                           |
| Go To                  | CTRL+G/F5                        |
| Got to Next Document   | CTRL+F6                          |
| Indent                 | CTRL+M                           |
| Insert Date            | ALT+SHIFT+D                      |
| Justify                | CTRL+J                           |
| Left Justify           | CTRL+L                           |
| Line Break             | SHIFT+RETURN                     |
| New Document           | CTRL+N                           |
| Show/Hide              | CTRL+SHIFT+8                     |
| Normal Style           | CTRL+SHIFT+N                     |
| Normal View            | ALT+CTRL+N                       |
| Open Document          | CTRL+O                           |
| Page Break             | CTRL+RETURN                      |
| Page Layout View       | ALT+CTRL+P                       |
| Print Document         | CTRL+P (most products)           |
| Print Preview          | CTRL+F2                          |
| Remove Indent          | CTRL+SHIFT+M                     |
| Right Justify          | CTRL+R                           |
| Save As                | F12 (most products)              |
| Save Document          | CTRL+S/Shift F12 (most products) |
| Select Document        | CTRL+A                           |
| Select Table           | ALT+5 (Num Pad)                  |
| Single Line Spacing    | CTRL+1                           |
| Small Caps             | CTRL+SHIFT+K                     |
| Spelling & Grammar     | F7                               |

| Thesaurus                                                                         | SHIFT+F7                    |
|-----------------------------------------------------------------------------------|-----------------------------|
| <b>EXCEL</b>                                                                      |                             |
| Autosum                                                                           | ALT+=                       |
| Border cells outline                                                              | CTRL+SHIFT+&                |
| Close all Workbooks                                                               | SHIFT+File Menu             |
| Close Workbook                                                                    | CTRL+F4                     |
| Currency Format                                                                   | CTRL+SHIFT+\$               |
| Current Date/Time                                                                 | CTRL+;/CTRL+SHIFT+          |
| Delete Cells                                                                      | CTRL+-                      |
| Edit Cell                                                                         | F2                          |
| Fill Down/Right                                                                   | CTRL+D/CTRL+R               |
| Help                                                                              | F1 (most products)          |
| Hide Rows/Columns                                                                 | CTRL+9/CTRL+0               |
| Insert Cells                                                                      | CTRL+SHIFT++                |
| Insert Chart                                                                      | F11                         |
| New Worksheet                                                                     | ALT+SHIFT+F1                |
| Open Workbook                                                                     | CTRL+O/CTRL+F12             |
| Print Preview                                                                     | ALT+FV                      |
| Remove Borders                                                                    | CTRL+SHIFT+_                |
| Repeat last action                                                                | F4 (most products)          |
| Tab in cell                                                                       | CTRL+ALT+TAB                |
| Undo                                                                              | CTRL+Z (most products)      |
| Unhide Rows/Columns                                                               | CTRL+SHIFT+( / CTRL+SHIFT+) |
| <b>NAVIGATION/SELECTION TECHNIQUES</b>                                            |                             |
| Top of Worksheet                                                                  | CTRL+HOME                   |
| Bottom of Worksheet                                                               | CTRL+END                    |
| Previous/Next Screen                                                              | PAGE UP/PAGE DOWN           |
| Beginning of Row                                                                  | HOME                        |
| End of Row                                                                        | END+RETURN                  |
| Different Sheet                                                                   | CTRL+PAGE UP/Down           |
| Entire Row                                                                        | SHIFT+SPACEBAR              |
| Entire Column                                                                     | CTRL+SPACEBAR               |
| Entire Worksheet                                                                  | CTRL+A                      |
| Extend selection                                                                  | F8/SHIFT+click last cell    |
| Go to                                                                             | F5                          |
| Go To Next <u>W</u> orkbook                                                       | CTRL+F6                     |
| Go To Previous Workbook                                                           | CTRL+SHIFT+F6               |
| <b>Tip.. Choose no more than three and use them regularly then add one by one</b> |                             |

