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| **EXCEL® SHORTCUT KEYS** | |
| **F2** | Edit the selected cell |
| **F5** | Go to a specific cell |
| **F7** | Spell check selected text and/or document |
| **F11** | Create chart |
| **Ctrl + Shift + ;** | Enter the current time |
| **Ctrl + ;** | Enter the current date |
| **Alt + Shift + F1** | Insert new worksheet |
| **Shift + F3** | Open the Excel® formula window |
| **Shift + F5** | Bring up search box |
| **Ctrl + A** | Select all contents of worksheet |
| **Ctrl + B** | Bold highlighted selection |
| **Ctrl + I** | Italicize highlighted selection |
| **Ctrl + C** | Copy selected text |
| **Ctrl + V** | Paste |
| **Ctrl + D** | Fill |
| **Ctrl + K** | Insert link |
| **Ctrl + F** | Open find and replace options |
| **Ctrl + G** | Open go-to options |
| **Ctrl + H** | Open find and replace options |
| **Ctrl + U** | Underline highlighted selection |
| **Ctrl + Y** | Underline selected text |
| **Ctrl + 5** | Strikethrough highlighted selection |
| **Ctrl + O** | Open options |
| **Ctrl + N** | Open new document |
| **Ctrl + P** | Open print dialog box |
| **Ctrl + S** | Save |
| **Ctrl + Z** | Undo last action |
| **Ctrl + F9** | Minimize current window |
| **Ctrl + F10** | Maximize currently selected window |
| **Ctrl + F6** | Switch between open workbooks/windows |
| **Ctrl + Page up & Page Down** | Move between Excel® worksheets in the same document |
| **Ctrl + Tab** | Move between two or more open Excel® files |
| **Alt + =** | Create formula to sum all of above cells |
| **Ctrl + ‘** | Insert value of above cell into current cell |
| **Ctrl + Shift + !** | Format number in comma format |
| **Ctrl + Shift + $** | Format number in currency format |
| **Ctrl + Shift + #** | Format number in date format |
| **Ctrl + Shift + %** | Format number in percentage format |
| **Ctrl + Shift + ^** | Format number in scientific format |
| **Ctrl + Shift + @** | Format number in time format |
| **Ctrl +** 🡒 | Move to next section of text |
| **Ctrl + Space** | Select entire column |
| **Shift + Space** | Select entire row |
| **Ctrl + W** | Close document |

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| **WORD® SHORTCUT KEYS** | |
| **Ctrl + A** | Select all contents of the page |
| **Ctrl + B** | Bold highlighted selection |
| **Ctrl + C** | Copy selected text |
| **Ctrl + X** | Cut selected text |
| **Ctrl + N** | Open new/blank document |
| **Ctrl + O** | Open options |
| **Ctrl + P** | Open the print window |
| **Ctrl + F** | Open find box |
| **Ctrl + I** | Italicize highlighted selection |
| **Ctrl + K** | Insert link |
| **Ctrl + U** | Underline highlighted selection |
| **Ctrl + V** | Paste |
| **Ctrl + Y** | Redo the last action performed |
| **Ctrl + Z** | Undo last action |
| **Ctrl + G** | Find and replace options |
| **Ctrl + H** | Find and replace options |
| **Ctrl + J** | Justify paragraph alignment |
| **Ctrl + L** | Align selected text or line to the left |
| **Ctrl + Q** | Align selected paragraph to the left |
| **Ctrl + E** | Align selected text or line to the center |
| **Ctrl + R** | Align selected text or line to the right |
| **Ctrl + M** | Indent the paragraph |
| **Ctrl + T** | Hanging indent |
| **Ctrl + D** | Font options |
| **Ctrl + Shift + F** | Change the font |
| **Ctrl + Shift + >** | Increase selected font +1 |
| **Ctrl + ]** | Increase selected font +1 |
| **Ctrl + Shift + <** | Decrease selected font -1 |
| **Ctrl + [** | Decrease selected font -1 |
| **Ctrl + Shift + \*** | View or hide non printing characters |
| **Ctrl +** 🡐 | Move one word to the left |
| **Ctrl +** 🡒 | Move one word to the right |
| **Ctrl +** 🡑 | Move to beginning of the line or paragraph |
| **Ctrl +** 🡓 | Move to the end of the paragraph |
| **Ctrl + Del** | Delete word to right of cursor |
| **Ctrl + Backspace** | Delete word to left of cursor |
| **Ctrl + End** | Move cursor to end of document |
| **Ctrl + Home** | Move cursor to beginning of document |
| **Ctrl + Space** | Reset highlighted text to default font |
| **Ctrl + 1** | Single-space lines |
| **Ctrl + 2** | Double-space lines |
| **Ctrl + 5** | 1.5-line spacing |
| **Ctrl + Alt + 1** | Change text to heading 1 |
| **Ctrl + Alt + 2** | Change text to heading 2 |
| **Ctrl + Alt + 3** | Change text to heading 3 |
| **F1** | Open help |
| **Shift + F3** | Change case of selected text |
| **Shift + Insert** | Paste |
| **F4** | Repeat last action performed (Word 2000+) |
| **F7** | Spell check selected text and/or document |
| **Shift + F7** | Activate the thesaurus |
| **F12** | Save as |
| **Ctrl + S** | Save |
| **Shift + F12** | Save |
| **Alt + Shift + D** | Insert the current date |
| **Alt + Shift + T** | Insert the current time |
| **Ctrl + W** | Close document |

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| **BASIC SHORTCUT KEYS** | |
| **Alt + F** | File menu options in current program |
| **Alt + E** | Edit options in current program |
| **F1** | Universal help (for all programs) |
| **Ctrl +A** | Select all text |
| **Ctrl + X** | Cut selected item |
| **Shift + Del** | Cut selected item |
| **Ctrl + C** | Copy selected item |
| **Ctrl + Ins** | Copy selected item |
| **Ctrl + V** | Paste |
| **Shift + Ins** | Paste |
| **Home** | Go to beginning of current line |
| **Ctrl + Home** | Go to beginning of document |
| **End** | Go to end of current line |
| **Ctrl + End** | Go to end of document |
| **Shift + Home** | Highlight fromcurrent positiontobeginningof line |
| **Shift + End** | Highlight fromcurrent position to end of line |
| **Ctrl +** 🡐 | Move one word to the left at a time |
| **Ctrl +** 🡒 | Move one word to the right at a time |

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| **OUTLOOK® SHORTCUT KEYS** | |
| **Alt + S** | Send the email |
| **Ctrl + C** | Copy selected text |
| **Ctrl + X** | Cut selected text |
| **Ctrl + P** | Open print dialog box |
| **Ctrl + K** | Complete name/email typed in address bar |
| **Ctrl + B** | Bold highlighted selection |
| **Ctrl + I** | Italicize highlighted selection |
| **Ctrl + U** | Underline highlighted selection |
| **Ctrl + R** | Reply to an email |
| **Ctrl + F** | Forward an email |
| **Ctrl + N** | Create a new email |
| **Ctrl + Shift + A** | Create a new appointment to your calendar |
| **Ctrl + Shift + O** | Open the outbox |
| **Ctrl + Shift + I** | Open the inbox |
| **Ctrl + Shift + K** | Add a new task |
| **Ctrl + Shift + C** | Create a new contact |
| **Ctrl + Shift+ J** | Create a new journal entry |

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| **WINKEY SHORTCUTS** | |
| **WINKEY + D** | Bring desktop to the top of other windows |
| **WINKEY + M** | Minimize all windows |
| **WINKEY + SHIFT + M** | Undo the minimize done by WINKEY + M and WINKEY + D |
| **WINKEY + E** | Open Microsoft Explorer |
| **WINKEY + Tab** | Cycle through open programs on taskbar |
| **WINKEY + F** | Display the Windows® Search/Find feature |
| **WINKEY + CTRL + F** | Display the search for computers window |
| **WINKEY + F1** | Display the Microsoft® Windows® help |
| **WINKEY + R** | Open the run window |
| **WINKEY +**  **Pause /Break** | Open the system properties window |
| **WINKEY + U** | Open utility manager |
| **WINKEY + L** | Lock the computer (Windows XP® & later) |

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| **MICROSOFT® WINDOWS® SHORTCUT KEYS** | |
| **Alt + Tab** | Switch between open applications |
| **Alt +**  **Shift + Tab** | Switch backwards between open applications |
| **Alt + Print Screen** | Create screen shot for current program |
| **Ctrl +Alt + Del** | Reboot/Windows® task manager |
| **Ctrl + Esc** | Bring up start menu |
| **Alt + Esc** | Switch between applications on taskbar |
| **F2** | Rename selected icon |
| **F3** | Start find from desktop |
| **F4** | Open the drive selection when browsing |
| **F5** | Refresh contents |
| **Alt + F4** | Close current open program |
| **Ctrl + F4** | Close window in program |
| **Ctrl + Plus Key** | Automatically adjust widths of all columns in Windows Explorer |
| **Alt + Enter** | Open properties window of selected icon or program |
| **Shift + F10** | Simulate right-click on selected item |
| **Shift + Del** | Delete programs/files permanently |
| **Holding Shift During Bootup** | Boot safe mode or bypass system files |
| **Holding Shift During Bootup** | When putting in an audio CD, will prevent CD Player from playing |

**You Need . . .**

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