Microsoft®

# Office 365 Essentials

## Quick Reference Guide

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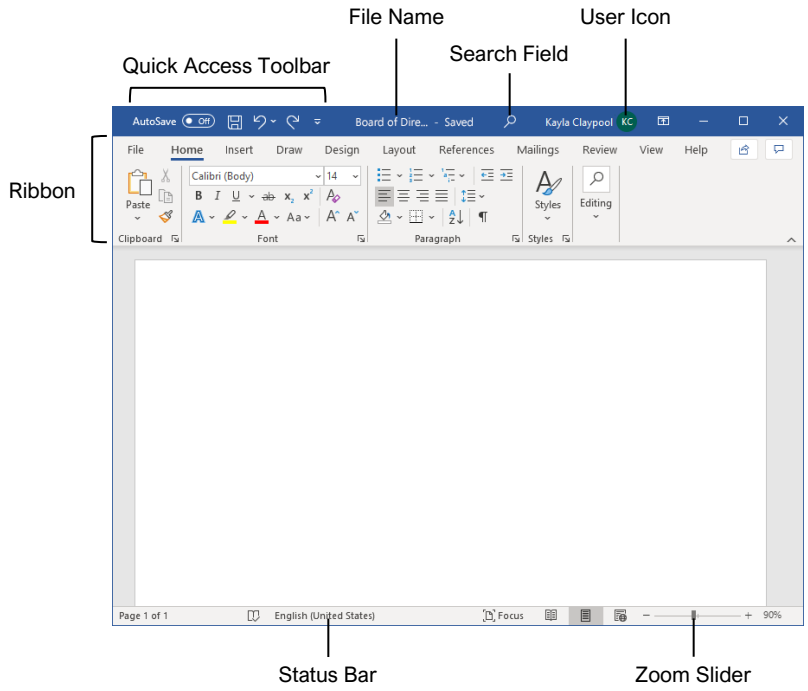
## An Office 365 Program Screen




## Office Fundamentals

Create a Blank File: Click the **File** tab, select **New**, and click the **Blank** template; or, press **Ctrl** + **N**.

Create a File from a Template: Click the **File** tab, select **New**, search for a template category or select a search suggestion, select a template, then click **Create**.

Open a File: Click the **File** tab and select **Open**, or press **Ctrl** + **O**. Select a location with a file you want, then select a file and click **Open**.

Save a File: Click the **Save** button on the Quick Access Toolbar, or press **Ctrl** + **S**. If it's the first time you're saving the file, choose a location where you want to save the file, give it a name, and then click **Save**.

Save a Copy of a File: Click the **File** tab, then select **Save As** or **Save a Copy**. Choose a location where you want to save the file, give it a name, and then click **Save**.

Print: Click the **File** tab, select **Print**, view the print preview, set up your print settings, and then click **Print**.

Get Help: Click the **Help** tab on the ribbon, then click the **Help** button to open the Help pane. Search for a topic in the Search field, then select a topic from the results.

## Editing

Select Text: Click and drag across the text you want to select; or, click at the beginning of a text block, hold down the **Shift** key, and click at the end of a text block.

Edit Text: Select the text you want to replace and type new text.

Cut, Copy and Paste: Select the text or object you want to cut or copy and click the **Cut** or **Copy** button on the Home tab. Click where you want to paste, and click the **Paste** button.

Add a Comment: Select the text or object you want to comment on, click the **Review** tab, then click the **New Comment** button. Type a comment, then click outside of the comment bubble.

## Formatting Text

Change the Font: Select the text you want to change, click the **Font** menu arrow, and select a font.

Change the Font Size: Select the text you want to change, click the **Font Size** menu arrow, and select a font size.

Apply Bold, Italic, or an Underline: Click the **Bold** **B**, **Italic** *I*, or **Underline** U button in the Font group on the Home tab.

## Keyboard Shortcuts

### General

| | |
|---|---|
| Open a file | **Ctrl** + **O** |
| Create a new file | **Ctrl** + **N** |
| Save a file | **Ctrl** + **S** |
| Print a file | **Ctrl** + **P** |
| Close a file | **Ctrl** + **W** |
| Help | **F1** |
| Tell Me / Search field | **Alt** + **Q** |
| File tab | **Alt** + **F** |
| Home tab | **Alt** + **H** |
| Insert tab | **Alt** + **N** |
| Review tab | **Alt** + **R** |
| View tab | **Alt** + **W** |
| Show or hide the ribbon | **Ctrl** + **F1** |

### Navigation

| | |
|---|---|
| Move the text cursor | ↑, ↓, ←, → |
| Up one screen or slide | **Page Up** |
| Down one screen or slide | **Page Down** |
| Beginning of a line | **Home** |
| End of a line | **End** |

### Editing

| | |
|---|---|
| Cut | **Ctrl** + **X** |
| Copy | **Ctrl** + **C** |
| Paste | **Ctrl** + **V** |
| Undo | **Ctrl** + **Z** |
| Redo | **Ctrl** + **Y** |
| Find | **Ctrl** + **F** |
| Replace | **Ctrl** + **H** |
| Select all | **Ctrl** + **A** |
| Check spelling | **F7** |
| Open thesaurus | **Shift** + **F7** |
| Insert hyperlink | **Ctrl** + **K** |
| Group selected objects | **Ctrl** + **G** |
| Duplicate an object | **Ctrl** + **D** |
| Repeat the last command | **F4** |

### Formatting

| | |
|---|---|
| Bold | **Ctrl** + **B** |
| Italics | **Ctrl** + **I** |
| Underline | **Ctrl** + **U** |
| Align Left | **Ctrl** + **L** |
| Align Center | **Ctrl** + **E** |
| Align Right | **Ctrl** + **R** |
| Display the Font dialog box | **Ctrl** + **Shift** + **F** |

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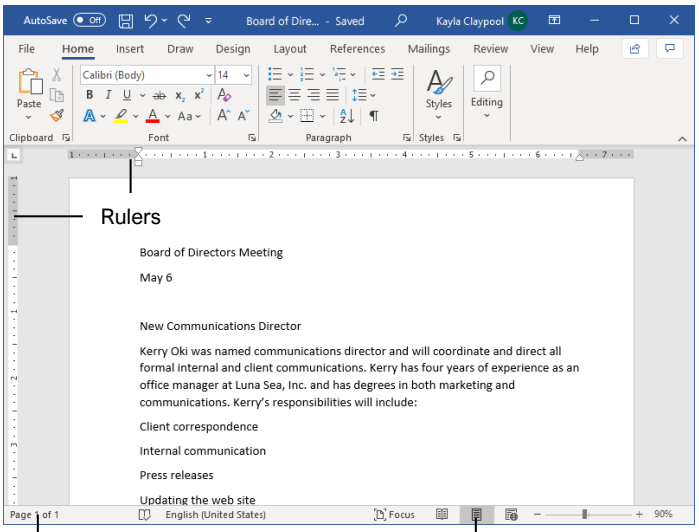
# The Word Program Screen




## Word Fundamentals

Change Line Spacing: Select the paragraph you want to adjust, click the **Line Spacing** button, and select a spacing option.

Change Paragraph Spacing: Click the Paragraph group's dialog box launcher, change the values in the **Before** or **After** spacing fields, and click **OK**.

Indent Paragraphs: Click anywhere in the paragraph you want to indent and click the **Increase Indent** or **Decrease Indent** button on the Home tab.

Set Custom Indents: Click anywhere in the paragraph you want to indent and click the Paragraph group's dialog box launcher. Adjust the values in the **Left** and **Right** fields, then click **OK**.

Choose a Margin Size: Click the **Layout** tab, click the **Margins** button, and select a common margin setting. Or, click and drag the **Adjust Left**, **Adjust Right**, **Adjust Top**, or **Adjust Bottom** line on the Ruler.

Use a Header or Footer: Click the **Insert** tab, click either the **Header** or **Footer** button, and select an option.

Add Page Numbers: Click the **Insert** tab, click the **Page Number** button, select a part of the page, and select a page number style.

Insert Page Breaks: Place your cursor where you want to start a new page, click the **Insert** tab, and click the **Page Break** button.

Insert a Table: Click the **Insert** tab, click the **Table** button, and select the number of rows and columns that you want.

Add a Row or Column: Click in a cell next to where you want to add a row or column. Click the Table Tools **Layout** tab, then click **Insert Above**, **Insert Below**, **Insert Left**, or **Insert Right**, depending on where you want the row or column to be added.

Delete a Row or Column: Click in a cell in the row or column you want to delete, click the Table Tools **Layout** tab, click the **Delete** button, then select **Delete Row** or **Delete Column**.

Position an Object on the Page: Select an object, click the **Format** tab, click the **Position** button, and select a position.

Wrap Text Around an Object: Select an object, click the **Format** tab, click the **Wrap Text** button, and select a text wrapping style.

Apply a Style: Place the text cursor in a paragraph and select a style from the Styles gallery on the Home tab. Click the gallery's **More** button to see additional styles.

Display the Styles Pane: Click the dialog box launcher in the **Styles** group on the Home tab.

Change Style Sets: Click the **Design** tab, click the Style Set gallery's **More** button, then select a style set.

Use Outline View: Click the **View** tab and click the **Outline** button. Click the **Close Outline View** button to return to the previous view.

Demote or Promote Items: While in Outline view, click the item you want to demote or promote and click the **Demote** or **Promote** button (or the **Demote to Body Text** or **Promote to Heading 1** button).

# Keyboard Shortcuts

## Formatting

| | |
|---|---|
| Align justified | **Ctrl** + **J** |
| Indent a paragraph | **Ctrl** + **M** |
| Remove an indent | **Ctrl** + **Shift** + **M** |
| Create a hanging indent | **Ctrl** + **T** |
| Remove a hanging indent | **Ctrl** + **Shift** + **T** |
| Increase font size | **Ctrl** + **Shift** + **>** |
| Decrease font size | **Ctrl** + **Shift** + **<** |
| Increase font size 1pt | **Ctrl** + **]** |
| Decrease font size 1pt | **Ctrl** + **[** |
| Copy formatting | **Ctrl** + **Shift** + **C** |
| Paste formatting | **Ctrl** + **Shift** + **V** |
| Remove formatting | **Ctrl** + **Q** |
| Apply single line spacing | **Ctrl** + **1** |
| Apply double line spacing | **Ctrl** + **2** |
| Apply 1.5-line spacing | **Ctrl** + **5** |
| Show/hide formatting marks | **Ctrl** + **Shift** + ***** |

## Styles

| | |
|---|---|
| Apply Normal style | **Ctrl** + **Shift** + **N** |
| Apply Heading 1 style | **Ctrl** + **Alt** + **1** |
| Apply Heading 2 style | **Ctrl** + **Alt** + **2** |
| Apply Heading 3 style | **Ctrl** + **Alt** + **3** |
| Toggle the Styles pane | **Ctrl** + **Alt** + **Shift** + **S** |

## Cursor Navigation

| | |
|---|---|
| One word to the left | **Ctrl** + ← |
| One word to the right | **Ctrl** + → |
| Up one paragraph | **Ctrl** + ↑ |
| Down one paragraph | **Ctrl** + ↓ |
| Beginning of the document | **Ctrl** + **Home** |
| End of the document | **Ctrl** + **End** |
| Top of the next page | **Ctrl** + **Page Down** |
| Top of previous page | **Ctrl** + **Page Up** |

## Insert Special Characters

| | |
|---|---|
| Line break | **Shift** + **Enter** |
| Page break | **Ctrl** + **Enter** |
| Column break | **Ctrl** + **Shift** + **Enter** |
| Copyright (©) | **Ctrl** + **Alt** + **C** |
| Registered trademark ® | **Ctrl** + **Alt** + **R** |
| Trademark ™ | **Ctrl** + **Alt** + **T** |
| Ellipsis (…) | **Ctrl** + **Alt** + **.** |

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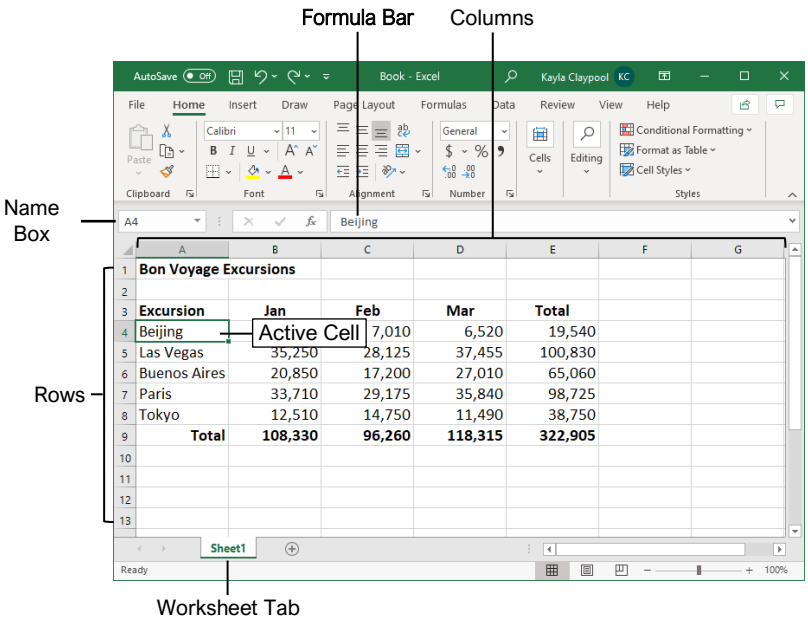
# The Excel Program Screen




# Keyboard Shortcuts

## Navigating a Spreadsheet

| | |
|---|---|
| Move between cells | ↑, ↓, ←, → |
| Select entire row | **Shift** + **Space** |
| Select entire column | **Ctrl** + **Space** |
| Hide selected rows | **Ctrl** + **9** |
| Hide selected columns | **Ctrl** + **0** |
| Next worksheet | **Ctrl** + **Page Down** |
| Previous worksheet | **Ctrl** + **Page Up** |

## Functions and Formulas

| | |
|---|---|
| Insert a function | **Shift** + **F3** |
| Edit the active cell | **F2** |
| Switch between cell values and formulas | **Ctrl** + ` |
| Expand or collapse the formula bar | **Ctrl** + **Shift** + **U** |
| Calculate all worksheets | **F9** |
| Calculate active worksheet | **Shift** + **F9** |

## Excel Fundamentals

Select a Cell: Click a cell or use the keyboard arrow keys to select it.

Select a Cell Range: Click and drag to select a range of cells. Or, press and hold down the **Shift** key while using the arrow keys to move the selection to the last cell of the range.

Select an Entire Worksheet: Click the **Select All** button where the column and row headings meet.

Select Non-Adjacent Cells: Click the first cell or cell range, hold down the **Ctrl** key, and select any non-adjacent cell or cell range.

Edit Cell Data: Select a cell and click in the Formula Bar or double-click the cell. Edit the cell's contents and press **Enter**.

Clear Cell Data: Select the cell(s) and press the **Delete** key. Or, click the **Clear** button on the Home tab and select **Clear Contents**.

Insert Cells: Select the cell(s) where you want to insert cell(s), click the **Insert** button menu arrow on the Home tab, select **Insert Cells**, select how you want to move existing cells, then click **OK**.

Insert a Column or Row: Right-click to the right of the column or below the row you want to insert. Select **Insert** in the menu, or click the **Insert** button on the Home tab.

Move or Copy Cells Using Drag and Drop: Select the cell(s) you want to move or copy, position the pointer over any border of the selected cell(s), then drag to the destination cells. To copy, hold down the **Ctrl** key before starting to drag.

Delete Cells: Select the cell(s) you want to delete, click the **Delete** button menu arrow on the Home tab, select **Delete Cells**, select how you want to move cells to fill the deleted area, then click **OK**.

Delete a Column or Row: Select the row or column heading(s) you want to remove. Right-click and select **Delete** from the contextual menu, or click the **Delete** button in the Cells group on the Home tab.

Adjust Column Width or Row Height: Click and drag the right border of the column header or the bottom border of the row header. Double-click the border to AutoFit the column or row according to its contents.

Set a Fixed Column Width or Row Height: Select a cell in the column or row you want to adjust, click the **Format** button on the Home tab, select **Column Width** or **Row Height**, enter a column width or row height value, then click **OK**.

Freeze Panes: Select a cell in the row below and the column to the right of where you want to freeze the window, click the **View** tab on the ribbon, click the **Freeze Panes** button in the Window group, and select **Freeze Panes**.

Freeze the First Row or Column: Click the **View** tab on the ribbon, click the **Freeze Panes** button in the Window group, and select **Freeze Top Row** or **Freeze First Column**.

Unfreeze Panes: Click the **View** tab on the ribbon, click the **Freeze Panes** button in the Window group, and select **Unfreeze Panes**.

Enter a Formula: Select the cell where you want to insert the formula. Type **=** and enter the formula using values, cell references, operators, and functions. Press **Enter**.

Complete a Series Using AutoFill: Select the cells that define the pattern, i.e. a series of months or years. Click and drag the fill handle to adjacent blank cells to complete the series.

SUM Function: Click the cell where you want to insert the total and click the **Sum** Σ button in the Editing group on the Home tab. Enter the cells you want to total, and press **Enter**.

AVERAGE Function: Click the cell where you want to insert the average, click the **Sum** Σ button's menu arrow, and select **Average**. Enter the cells you want to average, and press **Enter**.

Format Numbers and Dates: Select the cell(s) with the numbers or dates you want to format, click the **Number Format** menu arrow on the Home tab, and select a number or date format.

Insert a New Worksheet: Click the **Insert Worksheet** button next to the sheet tabs below the active sheet. Or, press **Shift** + **F11**.

Rename a Worksheet: Double-click the sheet tab, enter a new name for the worksheet, and press **Enter**.

Change a Worksheet's Tab Color: Right-click the sheet tab, select **Tab Color**, and choose the color you want to apply.

Delete a Worksheet: Right-click the sheet tab and select **Delete** from the menu.



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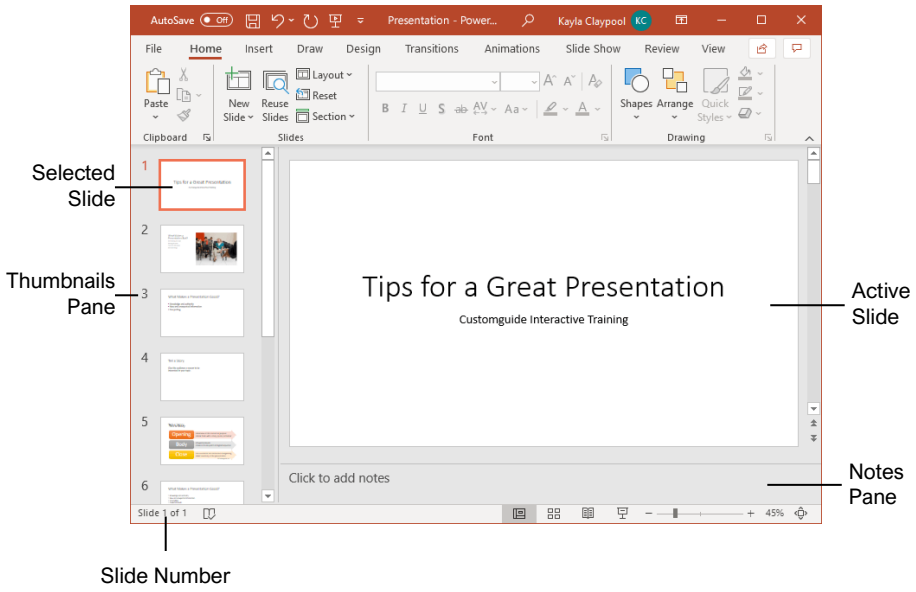
# The PowerPoint Program Screen




# Keyboard Shortcuts

## Present a Slide Show

| | |
|---|---|
| Begin slide show | **F5** |
| Resume slide show | **Shift** + **F5** |
| Start in Presenter View | **Alt** + **F5** |
| End slide show | **Esc** |
| Go to next slide | **Enter**, **N**, **Spacebar**, or → |
| Go to previous slide | **Backspace**, **P**, or ← |
| Go to first slide | **Home** |
| Go to last slide | **End** |
| Jump to slide | **[Slide #]** + **Enter** |
| Hide pointer and navigation | **Ctrl** + **H** |
| Blank black slide | **B** |
| Black white slide | **W** |
| Start laser pointer | **Ctrl** + **L** |
| Change arrow to pen | **Ctrl** + **P** |
| Change pen to arrow | **Ctrl** + **A** |

## PowerPoint Fundamentals

Insert a New Slide: Click the **Home** tab and click the **New Slide** button in the Slides group, or press **Ctrl** + **M**.

Change the Slide Layout: Click the **Home** tab, click the **Layout** button in the Slides group, and select a layout.

Insert a Text Box: Click the **Insert** tab on the ribbon and click the **Text Box** button. The cursor changes to a crosshair; click and drag to place the text box on the slide.

Hide or Unhide a Slide: Select a slide in the Thumbnails pane in Normal view. Click the **Slide Show** tab on the ribbon and click the **Hide Slide** button in the Set Up group to toggle the slide visibility.

Delete a Slide: Select a slide in the Thumbnails pane (or in Slide Sorter view) and press the **Delete** key, or right-click a slide in the Thumbnails pane (or in Slide Sorter view) and select **Delete**.

Add Slide Notes: Click the **View** tab on the ribbon and click the **Notes** button in the Show group to turn on the Notes pane. Enter a slide note to use during the presentation or for slide handouts.

Apply a Presentation Theme: Click the **Design** tab on the ribbon. Click the **More** button in the Themes group and select a theme.

Modify Theme Elements: Click the **Design** tab, then, in the Variants group, click **Colors**, **Fonts**, or **Effects** to expand the menu and select a new style that coordinates with the current theme.

Apply Picture Adjustments: Select a picture, then click the **Picture Format** tab on the ribbon. In the Adjust group, click the **Corrections**, **Color**, and/or **Artistic Effects** button and select an adjustment from the menu.

Apply a Picture Style: Select a picture, then click the **Picture Format** tab on the ribbon. Select a style in the Picture Styles gallery.

Crop a Picture: Select the picture you want to crop. Click the **Picture Format** tab on the ribbon and click the **Crop** button. Click and drag the crop handles to remove any unwanted areas, then click the **Crop** button again.

Insert a Shape: Click the **Insert** tab on the ribbon and click the **Shapes** button. Select the shape you want to use in the menu. Click and drag to place the shape on the slide.

Change a Shape: Select a shape, click the **Shape Format** tab on the ribbon, click the **Edit Shape** button, and select **Change Shape**. Select a new shape from the menu.

Move an Object Forward or Backward: Select an object, click the **Shape** (or **Picture**) **Format** tab on the ribbon, and click **Bring Forward** or **Send Backward**.

Move an Object to the Front or Back: Select an object, click the **Shape** (or **Picture**) **Format** tab on the ribbon, click either the **Bring Forward** or **Send Backward** button menu arrow and select **Bring to Front** or **Send to Back**.

Rotate an Object: Select an object, then click and drag it's rotate handle to rotate it.

Flip an Object: Select an object, click the **Shape** (or **Picture**) **Format** tab on the ribbon, click the **Rotate** button, and select **Flip Vertical** or **Flip Horizontal**.

Apply a Slide Transition: Select the slide(s) where you want to add a transition. Click the **Transitions** tab on the ribbon and click the **More** button in the Transition to This Slide group. Select the transition you want to use.

Modify a Transition: Click the **Transitions** tab on the ribbon and click the **Effect Options** button. Select an effect option in the menu.

Apply a Transition to All Slides: While viewing a slide with a transition, click the **Apply to All** button on the Transitions tab.

Apply an Animation: Select the text or object you want to animate and click the **Animations** tab on the ribbon. Click the **Animation Styles** button and select the animation you want to use. Click the **Add Animation** button to add additional animations to the same object.

Start a Slide Show: Click the **Slide Show** tab on the ribbon and click either the **From Beginning** or **From Current Slide** button. Or, click the **Slide Show** button on the status bar, or press **F5**.

End a Slide Show: While presenting a slide show, click the **Options** button in the toolbar at the bottom left and select **End Show**. Or, press the **Esc** key.

Advance to the Next Slide: Click the **Next Slide** button, press the **Spacebar**, click the right mouse button, or press the **Page Down** key.

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