Office v.X Mac OS X Keyboard Shortcuts

Desktop Reference Guide

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Introduction

About this ebook

This ebook is a comprehensive reference list of over 1,000 keyboard shortcuts for Microsoft Office v.X. The Office v.X suite comprises Word, Excel, Entourage and PowerPoint.

Using keyboard shortcuts instead of your mouse can greatly increase your efficiently and productivity on your Apple computer.

To learn more about other Mac OS X keyboard shortcuts and access later versions of Office keyboard shortcuts please visit www.osxkeyboardshortcuts.com.

Also online is How to Use Mac OS X Keyboard Shortcuts for Leopard; a comprehensive desktop reference guide available in both pdf and print formats. Visit www.osxkeyboardshortcuts.com/products.html.

How to Use Mac OS X Keyboard Shortcuts includes:

• Over 1000 quick shortcuts for OS X 10.5 Leopard
• Shortcuts for OS X, Finder, Apple Mail, Address Book, Safari, iTunes
• Shortcuts for iLife '08 (iPhoto, iWeb, iMovie, iDVD and GarageBand)
• In-depth descriptions of all keys and symbols
• Mac OS X troubleshooting keys
• Accents and special characters
• Currency and mathematics symbols
• Punctuation and foreign characters
• Using the Character Palette to access 1,000s of characters & symbols
• Clear concise information tables
• Move instantly between applications
• Navigate easily to save time and money
• Spiral bound in high quality print or ebook pdf

Some Quick Theory

This book is written exclusively for Mac OS X Leopard. "Mac OS X" means Macintosh Operating System Version 10 (there were nine other versions before this one) and "Leopard" is the latest generation in the OS X series.
Operating system is simply the name given to the underlying software that makes your computer work.

There are two basic ways to give an instruction on your Mac. One is through pressing the keys on the keyboard and the other is by moving and clicking the mouse. This book contains hundreds of ways to command your Mac in Office 2008 by pressing just the keys.

Note:
1. Using a non-standard Apple keyboard or altering your default keyboard shortcut settings may cause some keyboard shortcuts to not function correctly.

2. Keyboard shortcut descriptions refer to the U.S. keyboard layout. Keys on other keyboard layouts might not correspond to the keys on a U.S. keyboard. Keyboard shortcuts for laptop computers might also differ.

3. The settings in some versions of the Macintosh operating system and some utility applications might conflict with keyboard shortcuts and function key operations in Office.

For information about changing the key assignment of a keyboard shortcut, see Mac Help for your version of the Macintosh operating system or see your utility application.

Understanding Symbols

When you click the top menu bar on your screen, for example "File", you will see a vertical menu drop down displaying various words and phrases. These words and phrases are commands. To the right of some of these commands are groups of symbols and characters. Two examples are "⌘O" and "⇧⌘S".

This notation is Apple shorthand for keyboard shortcuts – each shortcut refers to a specific command.

It's important you learn what each symbol represents so that you know which keys to press when applying a shortcut. This is presented in further detail on the Keyboard Symbols table (page 5).

Apple Keyboard Symbols

Symbol	Key
⌘	Command (also displayed as or on older keyboards)
⇧	Shift
⌥	Option
^	Control
⌫	Delete (delete to the left)
⌦	Del (delete to the right – only on some keyboards)
↺	Escape or Esc
⏏	Eject
↵	Return
⏻	Power
←	Left Arrow
→	Right Arrow
↑	Up Arrow
↓	Down Arrow
↖	Home
↘	End
⇞	Page Up
⇟	Page Down
⇥	Tab
❊	Click the mouse button (usually the top left button on a non-Apple mouse)
⌤	Enter
fn	Function
caps Lock	Caps Lock
drag	Drag the object with the mouse click held down
space	Space

Chapter 1
Word v.X

Word v.X

Aligning Paragraphs

^⇧M	Indent a paragraph from the left
⌘E	Centre a paragraph
⌘J	Justify a paragraph
⌘L	Left align a paragraph
⌘R	Right align a paragraph
⇧⌘M	Remove a paragraph indent from the left
⇧⌘T	Reduce a hanging indent
⌘T	Create a hanging indent

Applying Character Formats

^space	Remove manual character formatting
⇧F3	Change the case of letters
⌘=	Apply subscript formatting (automatic spacing)
⌘B	Apply bold formatting
⌘D	Change the formatting of characters (**Font** command, **Format** menu)
⌘I	Apply italic formatting
⇧⌘+	Apply superscript formatting (automatic spacing)
⇧⌘A	Format letters as all capitals
⇧⌘D	Double-underline text
⇧⌘H	Apply hidden text formatting
⇧⌘K	Format letters as small capitals
⇧⌘W	Underline words but not spaces
⌘U	Apply an underline

Applying Paragraph Styles

⌥⌘1	Apply the Heading 1 style

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Applying Paragraph Styles (continued)

⌥⌘2	Apply the Heading 2 style
⌥⌘3	Apply the Heading 3 style
⌥⌘K	Start **AutoFormat**
⇧⌘L	Apply the List style
⇧⌘N	Apply the Normal style
⇧⌘S	Apply a style

Changing or Resizing the Font

⌘[	Decrease the font size by 1 point
⌘]	Increase the font size by 1 point
⇧⌘<	Decrease the font size
⇧⌘>	Increase the font size
⇧⌘F	Change the font

Creating, Viewing and Saving Documents

⌘N	Create a new document of the same type as the default normal template
⌘O	Open a document
⌥⌘S	Split the document window; remove the document window split
⌘S	Save a document
⇧⌘P	Open the Project Gallery
⌘W	Close a document

Deleting Text and Graphics

⌦ or Clear	Delete one character to the right
⌫	Delete one character to the left

Deleting Text and Graphics (continued)

⌘⌦	Delete one word to the right
⌘⌫	Delete one word to the left
⌘F3	Cut to the Spike, a special AutoText entry that stores multiple items that you've deleted
⌘X or F2	Cut selected text to the Clipboard
⌘Z	Undo the last action

Document Outline (in outline view)

^⇧–	Collapse text under a heading
^⇧+	Expand text under a heading
^⇧1	Show all headings with the Heading 1 style
^⇧A	Expand or collapse all text or headings
^⇧↓	Move selected paragraphs down
^⇧L	Show the first line of body text or all body text
^⇧←	Promote a paragraph
^⇧→	Demote a paragraph
^⇧↑	Move selected paragraphs up
⇧⌘N	Demote to body text

Extending a Selection

F8	Turn extend mode on
F8 (once to select a word twice to select a sentence and so on)	Increase the size of a selection
F8← or F8→	Select the nearest character
⇧F8	Reduce the size of a selection
⌘.	Turn extend mode off

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Fields

F9	Update selected fields
F11	Go to the next field
⌥F9	Switch between all field codes and their results
⌥⇧F9	Run GOTOBUTTON or MACROBUTTON from the field that displays the field results
⇧F11	Go to the previous field
⇧F9	Switch between a field code and its result
⌘F11	Lock a field
⇧⌘F11	Unlock a field
⇧⌘F9	Unlink a field

Fields Insert Fields

^⇧D	Insert a DATE field
^⇧P	Insert a PAGE field
^⇧T	Insert a TIME field
⌘F9	Insert an empty field
⌥⇧⌘L	Insert a LISTNUM field

Finding, Replacing and Browsing through Text

⌘F	Find text, formatting, and special items
⌘G	Go to a page, bookmark, footnote, table, comment, graphic, or other location
⌥⌘↖	Browse through a document
⌥⌘Y	Repeat find (after closing **Find and Replace** window)
⌥⌘Z	Go back to a page, bookmark, footnote, table, comment, graphic, or other location

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Function Key

F1	Undo the last action
F2	Cut text or graphics
F3	Copy text or graphics
F4	Paste the Clipboard contents
F5	Choose the **Go To** command (**Edit** menu)
F6	Go to next pane or frame
F7	Choose the **Spelling and Gramma**r command (**Tools** menu)
F8	Extend a selection
F9	Update selected fields
F11	Go to the next field
F12	Choose the **Save As** command (**File** menu)

⌘ Function Key

⌘F2	Choose the **Print Preview** command (**File** menu)
⌘F3	Cut to the Spike
⌘F4	Close the window
⌘F5	Restore the document window size
⌘F6	Go to the next window
⌘F9	Insert an empty field
⌘F11	Lock a field

Inserting Paragraphs and Tab Characters in a Table

↵	New paragraphs in a cell
⌥→|	Tab characters in a cell

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Inserting Special Characters

⌥;	An ellipsis
⌥2	The trademark symbol
⌥G	The copyright symbol
⌥R	The registered trademark symbol
⌥space	A non-breaking hyphen
↵ (after typing the first few characters of the AutoText entry name and when the ScreenTip appears)	An AutoText entry
⇧⌤	A page break
⇧↵	A line break
⌘F9	A field
⇧⌘↵	A column break

Moving and Copying Text and Graphics

⌥F3	Create AutoText
⌘C or F3	Copy text or graphics
⇧⌘F3	Paste the Spike contents
⌘V or F4	Paste the Clipboard contents
⌘X or F2 (then move the insertion point and press ⌘V or F4)	Move text or graphics

Moving around in a Dialog Box

← ↑ → or ↓	Move between options in the selected list or between some options in a group of options
^⇧⇥ or ^‡	Switch to the previous tab in a dialog box
^⇥ or ^‡	Switch to the next tab in a dialog box
↵	Perform the action assigned to the default button in the dialog box

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Moving around in a Dialog Box (continued)

⇧→	Move to the previous option or option group
→ı	Move to the next option or option group
⌘.	Cancel the command and close the dialog box

Moving around in a Table

^↘	Last cell in a row
^↖	First cell in a row
^⇳	Last cell in a column
^⇳	First cell in a column
↓	Next row
⇧→ı	Previous cell in a row
→ı	Next cell in a row
↑	Previous row

Moving around in the Help Topic Pane

The following keys are for moving around in the topic pane of the Help window.	
↓	Scroll toward the end of a Help topic one line at a time
⇳	Scroll toward the end of a Help topic one screen at a time
⇳	Scroll toward the beginning of a Help topic one screen at a time
↑	Scroll toward the beginning of a Help topic one line at a time
⌘C	Copy the selected items to the Clipboard
⌘←	Go to the previous Help topic
⌘→	Go to the next Help topic
⌘W	Close the Help window

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Moving around or Selecting Text in a Text Box

↘	Move to the end of the line
↖	Move to the beginning of the line
← or →	Move one character to the left or right
⇧↘	Select from the insertion point to the end of the line
⇧↖	Select from the insertion point to the beginning of the line
⇧←	Select or cancel the selection of one character to the left
⇧→	Select or cancel the selection of one character to the right
⌘← or ⌘→	Move one word to the left or right
⇧⌘←	Select or cancel the selection of one word to the left
⇧⌘→	Select or cancel the selection of one word to the right

Moving in or among Document and Program Windows

⌘F6	Switch to the next Word document window
⇧⌘F6	Switch to the previous Word document window
⌘W	Close the active document window

Moving the Insertion Point

↓	Down one line
↘	To the end of a line
↖	To the beginning of a line
←	One character to the left
↕	Down one screen (scrolling)
↕	Up one screen (scrolling)

Moving the Insertion Point (continued)

→	One character to the right
⇧F5	To a previous revision or To the location of the insertion point when the document was last closed
⇧⇥	One cell to the left (in a table)
⇥	One cell to the right (in a table)
↑	Up one line
⌘↓	One paragraph down
⌘	To the end of a document
⌘↖	To the beginning of a document
⌘←	One word to the left
⌘⇳	To the top of the next page
⌘⇳	To the top of the previous page
⌘→	One word to the right
⌘↑	One paragraph up

⌥ Function Key

⌥F3	Create an AutoText entry
⌥F6	Go to the next window
⌥F7	Find the next misspelling or grammatical error. The **Check spelling as you type** check box must be selected (**Word** menu, **Preferences** command, **Spelling and Grammar**).
⌥F8	Run a macro
⌥F9	Switch between all field codes and their results
⌥F11	Display Microsoft Visual Basic code

⌥⇧ Function Key

⌥⇧F6	Go to the previous window

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⌥⇧F7	Opens the Dictionary
⌥⇧F9	Run GotoButton or MacroButton from the field that displays the field results

Performing a Data Merge

To use these keystrokes, you must first set up a main document for a data merge. While using the Data Merge Manager:	
^⇧E	Edit a data-merge data document
^⇧F	Insert a merge field
^⇧K	Checks for errors
^⇧N	Merge a document

Printing and Previewing Documents

← ↑ → or ↓	Move around the preview page when zoomed in
⇳ or ⇳	Move by one preview page when zoomed out
⌘↘	Move to the last preview page when zoomed out
⌘↖	Move to the first preview page when zoomed out
⌥⌘I	Switch in or out of Print Preview
⌘P	Print a document

Resize Table Columns Directly in a Table

Press the shortcut keys, and then drag a column boundary	
No key	Move a single column line while keeping the width of the table the same
⇧	Change table width while keeping the sizes of columns to the right the same

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Resize Table Columns Directly in a Table (continued)

⌘	Proportionally resize all columns to the right while keeping the width of the table the same
⇧⌘	Equally resize all columns to the right whilst keeping the width of the table the same
Tip. To finely adjust a column width, press ⌥ while pressing the keyboard shortcut. This allows the column line to move to any position, instead of making it snap to the document grid.	

Reviewing Documents

↘	Go to the end of a comment
↖	Go to the beginning of a comment
⌘↘	Go to the end of the list of comments
⌘↖	Go to the beginning of the list of comments
⌥⌘A	Insert a comment
⇧⌘E	Turn track changes on or off

Selecting Multiple Items

Select the first item you want hold down ⌘ and then select any additional items you want.	Select multiple items that are not next to each other

Selecting Text and Graphics

Select text by holding down ⇧ and pressing the key that moves the insertion point.	
⇧→	One character to the right
⇧←	One character to the left
⇧⌘→	To the end of a word
⇧⌘←	To the beginning of a word
⇧↘	To the end of a line

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Selecting Text and Graphics (continued)

⇧↖	To the beginning of a line
F8← F8↑ F8→ or F8↓ (press ⌘. to cancel selection mode)	To a specific location in a document
⌥⇧⌘↕	To the end of a window
⇧↓	One line down
⇧⇟	One screen down
⇧⇞	One screen up
⇧↑	One line up
⌘A	To include the entire document
⇧⌘↓	To the end of a paragraph
⇧⌘↖	To the beginning of a document
⇧⌘↑	To the beginning of a paragraph
⇧⌘↘	To the end of a document
⇧⌘F8← ⇧⌘F8↑ ⇧⌘F8→ or ⇧⌘F8↓ (press ⌘. to cancel selection mode)	To a vertical block of text
Tip. If you know the key combination to move the insertion point, you can select text by holding down ⇧ as you move the insertion point. For example, ⌘→ moves the insertion point to the next word, and ⇧→ selects the text from the insertion point to the beginning of the next word.	

Selecting Text and Graphics in a Table

✻ in the column's top or bottom cell. Hold down ⇧ and press ↑ or → repeatedly	Select a column
Hold down ⇧ and press ← ↑ → or ↓ repeatedly	Extend a selection to adjacent cells
Select the first item you want, hold down ⌘ and then select any additional items you want.	Select multiple cells, columns or rows that are not next to each other
⇧F8	Reduce the selection size
⇧⇥	Select the preceding cell's contents

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Selecting Text and Graphics in a Table (continued)

→|	Select the next cell's contents
⇧⌘F8← ⇧⌘F8↑ ⇧⌘F8→ or ⇧⌘F8↓ (press ⌘. to cancel selection mode)	Extend a selection (or block)

Setting Line Spacing

⌘0	Add or remove one line space preceding a paragraph
⌘1	Single-space lines
⌘2	Double-space lines
⌘5	Set 1.5 line spacing

⇧ Function Key

⇧F2	Copy text
⇧F3	Change the case of letters
⇧F4	Repeat a **Find** or **Go** To action
⇧F5	Move to a previous revision
⇧F6	Go to the previous pane or frame
⇧F7	Choose the **Thesaurus** command (**Tools** menu)
⇧F8	Shrink a selection
⇧F9	Switch between a field code and its result
⇧F10	Display a contextual menu
⇧F11	Go to the previous field

⇧⌘ Function Key

⇧⌘F3	Insert the contents of the Spike
⇧⌘F4	Repeat a **Find** or **Go To** action
⇧⌘F5	Edit a bookmark

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⇧⌘F6	Go to the previous window
⇧⌘F7	Update linked information in a Word source document
⇧⌘F8	Extend a selection or block (then press an arrow key)
⇧⌘F9	Unlink a field
⇧⌘11	Unlock a field

Switching to Another View

⌥⌘N	Switch to normal view
⌥⌘O	Switch to outline view
⌥⌘P	Switch to page layout view

Undoing and Redoing Actions

⌘.	Cancel an action
⌘Y	Redo or repeat an action
⌘Z	Undo an action

Using the Office Assistant

To perform most of the following actions, the Office Assistant must be turned on and visible.	
↻	Close an Assistant message or a tip
Help, if the balloon isn't showing	Display the Assistant balloon

Using Toolbars

To turn on keyboard navigation, press ⌥F10. After you turn on keyboard navigation, you can use the keyboard shortcuts listed below.

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Using Toolbars (continued)

← ↑ → or ↓	Move through options in a menu or drop-down list
^→ˈ or ^⇧→ˈ	Select the next or previous toolbar
↓ (when a menu on a toolbar is selected)	Open the menu
↵ (after entering a value in a text box)	Accept that value
↵ (when a button is selected)	Perform the action assigned to a button
↵ (when a drop-down list box is selected)	Select the option you want
→ or ← (when a toolbar is active)	Select the next or previous button or menu on the toolbar

Viewing and Copying Text Formats

⌘8	Display non-printing characters
⇧⌘C	Copy formats
⇧⌘V	Paste formats

Working with Footnotes and Endnotes

⌥⌘E	Insert an endnote
⌥⌘F	Insert a footnote

Working with Tables - Resize Table Columns by using the Ruler

Press the shortcut keys, and then drag a marker on the ruler	
No key	Change table width while keeping the sizes of columns to the right the same
⇧	Move a single column line while keeping the width of the table the same

Word v.X

Working with Tables – Resize Table Columns by using the Ruler (continued)

⌘	Proportionally resize all columns to the right while keeping the width of the table the same
⇧⌘	Equally resize all columns to the right while keeping the width of the table the same

Chapter 2
Excel v.X

www.osxkeyboardshortcuts.com

Excel v.X

Charts

F11	Create a chart
← ↑ → or ↓	Cycle through chart object selection
^6	Alternate between hiding chart objects, displaying chart objects, and displaying placeholders for chart objects

Customize Keyboard Shortcuts

If you'd rather use the keyboard than the mouse or if you want to change some of the default keyboard shortcuts, you'll appreciate a new feature in Microsoft Excel for Mac. In Excel, you can add and change keyboard shortcuts for menu commands and other features.

Assign a keyboard shortcut:

1. If you are using Excel X, on the **Tools** menu, click **Customize**, and then at the bottom of the **Customize** dialog box, click **Keyboard**. If you are using Excel 2004, on the **Tools** menu, point to **Customize**, and then click **Customize Keyboard**.

2. In the **Customize Keyboard** dialog box, select a category from the **Categories** list to see the commands and other items associated with that category.

3. Click the command you want in the list to the right.

Note: If there is currently a keyboard shortcut associated with the command, it is displayed in the **Current keys** box.

4. Click inside the **Press new shortcut** key box.

5. Press the key combination you want to use for the command.

6. Click **Add**

7. After you have finished assigning all the shortcuts you want, click **OK**.

Note: If you change your mind now or later, you can reset the shortcuts by clicking **Reset All**.

Data Forms

↓	Move to the same field in the next record
←	Move one character left within a field
→	Move one character right within a field

Excel v.X

Data Forms (continued)

↑	Move to the same field in the previous record
⌃‡	Move to a new record
⌃‡	Move to the first record
↘	Move to the end of a field
↖	Move to the beginning of a field
‡	Move to the same field 10 records forward
‡	Move to the same field 10 records back
↵	Move to the first field in the next record
⇧↘	Extend a selection to the end of a field
⇧↖	Extend a selection to the beginning of a field
⇧←	Select the character to the left
⇧↵	Move to the first field in the previous record
⇧→	Select the character to the right
⇧⇥	Move to the previous field you can edit in the record
⇥	Move to the next field you can edit in the record

Dialog Boxes

⌃⇧⇥ or ⌃‡	Switch to the previous tab in a dialog box
⌃⇥ or ⌃‡	Switch to the next tab in a dialog box
↺	Cancel the command and close the dialog box
↵	Perform the action assigned to the default command button in the dialog box (the button with the bold outline -- often the OK button)
⇧⇥	Move to the previous text box
⇥	Move to the next text box

Excel v.X

Editing Data

^A	Display the Formula Palette after you type a valid function name in a formula
^⇧A	Insert the argument names and parentheses for a function, after you type a valid function name in a formula
^U	Edit the active cell
⌫	Clear or edit the active cell. When you are editing a cell, delete the character to the left of the insertion point.
↺	Cancel an entry in the cell or formula bar
↵	Complete a cell entry
⇧⌘↵ or ^⇧↵	Enter a formula as an array formula
⌘V	Paste text into the active cell

Entering Worksheet Data

^D or ^⇧<	Fill down
^⌦	Delete text from the insertion point to the end of the line
^F3 or ^L	Define a name
^⌥↵	Start a new line in the same cell
^R or ^⇧>	Fill to the right
^↵	Fill the selected cell range with the text that you type (works on nonadjacent selections)
^⇧F3	Create names from row and column labels
⌦	Delete the character to the right of the insertion point, or delete the selection
⌫	Delete the character to the left of the insertion point, or delete and edit the active cell
↺	Cancel a cell entry
↖	Move to the beginning of the line

Excel v.X

Entering Worksheet Data (continued)

↵	Complete a cell entry and move down in the selection, or move in the direction that is selected on the Edit tab (Edit menu, Preferences command)
⇧F2	Edit a cell comment
⇧↵	Complete a cell entry and move up in the selection, or move opposite to the direction that is selected on the Edit tab (Edit menu, Preferences command)
⇧⇥	Complete a cell entry and move to the left in the selection, or move opposite to the direction that is selected on the Edit tab (Edit menu, Preferences command)
⇥	Complete a cell entry and move to the right in the selection, or move in the direction that is selected on the Edit tab (Edit menu, Preferences command)
⌘Y	Repeat the last action

Formatting Data

^⇧#	Apply the Date format with the day, month, and year
^⇧$	Apply the Currency format with two decimal places (negative numbers appear in parentheses)
^⇧%	Apply the Percentage format with no decimal places
^⇧(	Unhide rows
^⇧)	Unhide columns
^⇧@	Apply the Time format with the hour and minute, and indicate A.M. or P.M.
^⇧^	Apply the Exponential number format with two decimal places
^⇧~	Apply the General number format
^0	Hide columns

Formatting Data (continued)

^9	Hide rows
^⇧!	Apply the Number format with two decimal places, thousands separator, and minus sign (–) for negative values
⌘1	Display the Format Cells dialog box
⌘B	Apply or remove bold formatting
⌘E	Align centre
⌘I	Apply or remove italic formatting
⌘L	Align left
⌘M	Indent
⌥⌘–	Remove outline borders
⌥⌘0	Apply the outline border
⌥⌘↓	Apply or remove bottom border
⌥⌘←	Apply or remove left border
⌥⌘→	Apply or remove right border
⌥⌘↑	Apply or remove top border
⌘R	Align right
⇧⌘_	Apply or remove strikethrough formatting
⇧⌘<	Decrease font size
⇧⌘>	Increase font size
⇧⌘D	Add or remove outline on text
⇧⌘L	Display the **Style** dialog box
⇧⌘M	Remove indent
⇧⌘U	Apply or remove an underline
⇧⌘W	Add or remove shadow on text

Excel v.X

Inserting, Deleting and Copying Selections

^– or ^K	Delete the selection
^I or ^⇧+	Insert blank cells
⌫	Clear or edit the active cell. When you are editing a cell, delete the character to the left of the insertion point.
⌘C or ^C	Copy the selection
⌘V or ^V	Paste the selection
⌘X or ^X	Cut the selection
⌘Y	Repeat the last action
⌘Z	Undo the last action

Moving within a Selection

^.	Move clockwise to the next corner of the selection (does not move to nonadjacent selections)
^⌥←	Move to the left among nonadjacent selections
^⌥→	Move to the right among nonadjacent selections
↵	Move from top to bottom within the selection (down), and then move to the top of the next column. Or move in the direction that is selected on the Edit tab (Edit menu, Preferences command)
⇧↵	Move from bottom to top within the selection (up), and then move to the bottom of the next column. Or move opposite to the direction that is selected on the Edit tab (Edit menu, Preferences command)
⇧⇥	Move from right to left within the selection, and then move to the previous row. Or move up one cell if only one column is selected
⇥	Move from left to right within the selection, and then move to the next row. Or move down one cell if only one column is selected

Excel v.X

Navigating

← ↑ → or ↓	Move to the next cell
^← ^↑ ^→ or ^↓	Move to the edge of the current data region
^G	Display the **Go To** dialog box
^↖	Move to the beginning of the worksheet
^‡	Move to the next sheet in the workbook
^‡	Move to the previous sheet in the workbook
^⇧→ı	Move to the previous workbook or window
^→ı	Move to the next workbook or window
F6	Move to the next pane in a workbook that has been split
↖	Move to the beginning of the row
⌥‡	Move one screen to the right
⌥‡	Move one screen to the left
‡	Move down one screen
‡	Move up one screen
⇧F6	Move to the previous pane in a workbook that has been split
→ı	Move between unlocked cells on a protected worksheet
⌘⌫ or ^⌫	Scroll to display the active cell
⌘F	Display the **Find** dialog box
⌘G	Repeat the last **Find** action (same as **Find Next**), or, if no **Find** has been performed, move to the next blank cell
⌘H	Display the **Replace** dialog box (Edit menu)
⇧⌘G	Repeat the last **Find** action, or, if no Find has been performed, move to the previous blank cell

Excel v.X

Opening, Closing and Saving

⌘N or ^N	Create a new workbook
⌘O or ^O	Open an existing workbook
⌘Q	Quit Excel
⌘S or ^S	Save the current workbook

Outlining Data

^0	Hide selected columns
^8	Display or hide outline symbols
^9	Hide selected rows
^⇧)	Unhide selected columns

Pivot-Tables

⌘C	Move the selected field into the **Column** area in the **Layout** dialog box in step 3 of the Pivot-Table Wizard
⌘D	Move the selected field into the **Data** area in the **Layout** dialog box in step 3 of the Pivot-Table Wizard
⌘L	Display the **Pivot-Table Field** dialog box from the **Layout** dialog box in step 3 of the Pivot-Table Wizard
⌘P	Move the selected field into the **Page** area in the **Layout** dialog box in step 3 of the Pivot-Table Wizard
⌘R	Move the selected field into the **Row** area in the **Layout** dialog box in step 3 of the Pivot-Table Wizard

Previewing and Printing

← ↑ → or ↓	Move around the page when zoomed in
^↓ or ^→	Move to the last page when zoomed out

Previewing and Printing (continued)

^↑ or ^←	Move to the first page when zoomed out
⇳ or ⇳	Move by one page when zoomed out
⌘P	Display the **Print** dialog box

Selecting Cells, Rows and Columns

^6	For chart objects: Alternate between hiding objects, displaying objects, and displaying placeholders for objects. For drawing objects: Alternate between hiding objects and displaying objects.
^7	Show or hide the **Standard** toolbar
^⇧*	Select the current region around the active cell (the current region is an area enclosed by blank rows and blank columns)
^⇧← ^⇧↑ ^⇧→ or ↓^⇧	Extend the selection to the last nonblank cell in the same column or row as the active cell
^⇧↘	Extend the selection to the last cell used on the worksheet (lower-right corner)
^⇧↖	Extend the selection to the beginning of the worksheet
^space	Select the entire column
F8	Turn on extending a selection by using the arrow keys
⇧← ⇧↑ ⇧→ or ⇧↓	Extend the selection by one cell
⇧↖	Extend the selection to the beginning of the row
⇧⌫	Select only the active cell when multiple cells are selected
⇧F8	Add another range of cells to the selection; or use the arrow keys to move to the start of the range you want to add, and then press F8 and the arrow keys to select the next range
⇧⇳	Extend the selection down one screen

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Selecting Cells, Rows and Columns (continued)

⇧⇳	Extend the selection up one screen
⇧space	Select the entire row
⌘A or ⌃⇧space	Select the entire worksheet, or, if an object is selected, all the objects on a worksheet

Selecting Cells with Special Criteria

⌃/	Select the current array, which is the array that the active cell belongs to
⌃[	Select only cells that are directly referred to by formulas in the selection
⌃\	In a selected row, or a selection within a row, select cells that don't match the value in the active cell.
⌃]	Select only cells with formulas that refer directly to the active cell
⌃⇧*	Select the current region around the active cell (the current region is an area enclosed by blank rows and blank columns)
⌃⇧{	Select all cells that are directly or indirectly referred to by formulas in the selection
⌃⇧|	In a selected column, or a selection within a column, select cells that don't match the value in the active cell.
⌃⇧}	Select all cells with formulas that refer directly or indirectly to the active cell
⇧⌘O	Select all cells with comments
⇧⌘Z	Select only visible cells in the current selection

Using AutoFilter

↘	Select the last item in the AutoFilter list
↖	Select the first item (Sort Ascending) in the AutoFilter list

Excel v.X

Using AutoFilter (continued)

↩	Filter the list by using the selected item in the AutoFilter list
Select the cell that contains the column label and then press ⌥↓	Display the AutoFilter list for the current column
↑	Select the previous item in the AutoFilter list

Using Function Keys

^F12	**Open** command
^F3	Define a name
^F4	Close the window
^F5	Restore the window size
^F6	Move to the next workbook window
^F10	Maximize or restore the workbook window
^F11	Insert a Microsoft Excel 4.0 macro sheet
^⇧F12	**Print** command
^⇧F3	Create names by using row and column labels
^⇧F6	Move to the previous workbook window
F1	**Undo** command
F2	Cut text from the active cell
F3	Copy text from the active cell
F4	Paste text into the active cell
F5	**Go To** command
F6	Move to the next pane
F7	**Spelling** command
F8	Extend a selection
F11	Create a chart
F12	**Save As** command

Excel v.X

Using Function Keys (continued)

⌥F8	Display the **Macro** dialog box
⌥F10	Make toolbar active
⌥F11	Display Visual Basic Editor
⇧F1	**What's This**? command
⇧F2	Edit a cell comment
⇧F3	Paste a function into a formula
⇧F4	Repeat the last Find (**Find Next**) action
⇧F5	Display the **Find** dialog box
⇧F6	Move to the previous pane
⇧F8	Add to the selection
⇧F9	Calculate the active worksheet
⇧F10	Display a contextual menu
⇧F11	Insert a new worksheet
⇧F12	**Save** command

Using Toolbars

⌃⇧⇥ (when a toolbar is active)	Select the previous toolbar
⌃⇥ (when a toolbar is active)	Select the next toolbar
⌥F10	Make a toolbar active
↵	Perform the action assigned to the selected button
⇧⇥ (when a toolbar is active)	Select the previous button or menu on the toolbar
⇥ (when a toolbar is active)	Select the next button or menu on the toolbar

Working within Cells and the Formula Bar

=	Start a formula
⌃;	Enter the date

Excel v.X

Working within Cells and the Formula Bar (continued)

^`	Alternate between displaying cell values and displaying cell formulas
^A	Display the Formula Palette after you type a valid function name in a formula
^B	Clear the selected cell's contents
^F3	Define a name
^⇧A	Insert the argument names and parentheses for a function, after you type a valid function name in a formula
^⇧↵ or ⇧⌘↵	Enter a formula as an array formula
^U	Edit the active cell and position the insertion point at the end of the line
↺	Cancel an entry in the cell or formula bar
⌥↓	Display the AutoComplete list
↵	Complete a cell entry and move down in the selection, or move in the direction that is selected on the **Edit** tab (**Edit** menu, **Preferences** command)
↵ (in a cell with a hyperlink)	Activate a hyperlink
⇧F3	Paste a function into a formula
⇧F9	Calculate the active worksheet
⌘' or ^'	Copy a formula from the cell above the active cell into the cell or the formula bar
⌘; or ⇧⌘: or ^⇧:	Enter the time
⌘= or F9	Calculate all sheets in all open workbooks
⌘K	Insert a hyperlink
⇧⌘" or ^⇧"	Copy the value from the cell above the active cell into the cell or the formula bar
⇧⌘T	Insert the AutoSum formula

Excel v.X

Working with Windows

^F10	Maximize or restore the workbook window
^F5	Restore the window size
F6	Move to the next pane in a workbook that has been split
⇧F6	Move to the previous pane in a workbook that has been split
⌘F5	Restore the active workbook window size
⌘F6	Switch to the next workbook window
⇧⌘F6	Switch to the previous workbook window
⇧⌘→⌐	Switch to the previous program
⌘→⌐	Switch to the next program
⌘W	Close the active workbook window

Chapter 3
Entourage v.X

Entourage v.X

Address Book

⌘'	Flag the selected contact
⌘[	Close the current open contact and open the previous contact in the Address Book list
⌘\	Show or hide the Preview pane
⌘]	Close the current open contact and open the next contact in the Address Book list
⌘A	Select all contacts if the Address Book is the active pane
⌘D	Duplicate the contact
⌘⌫	Delete the contact
⌘N	Create a new contact
⌘O	Open the selected contact
⇧⌘A	Deselect all contacts

Assigning Items to Categories

⌘,	Assign the selected item to categories
⌘S	Designate the selected category as the primary category

Calendar

⌘[	In Day view move to the previous day. In Week and Work Week views, move to the previous week. In Month view, move to the previous month.
⌘]	In Day view, move to the next day. In Week and Work Week views, move to the next week. In Month view, move to the next month.
⌘3	Cycle through Day, Work Week, Week, and Month views.
⌘⌫	Delete the calendar event
⌘N	Create a new calendar event

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Calendar (continued)

⌘O	Open the selected calendar event
⌘T	Switch the view to include today

Common Entourage Functions

Help	Open Entourage Help
⌘H	Hide Entourage
⌘M	Minimize the active window
⌥⌘P	Print one copy of an item without selecting printing options
⌥⌘Q	Switch to a different identity
⌘P	Print an item
⌘Q	Quit Entourage
⌘S	Save an item
⇧⌘P	Open the Project Gallery
⌘Y	Redo the last action
⌘Z	Undo the last action

Custom Views

⌘D	Duplicate the custom view
⌘⌫	Delete the custom view
⌘N	Create a new custom view
⌘O	Open the selected custom view

Help Topic Pane

↓	Scroll toward the end of a Help topic one line at a time

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Help Topic Pane (continued)

⇕	Scroll toward the end of a Help topic one screen at a time
⇕	Scroll toward the beginning of a Help topic one screen at a time
↑	Scroll toward the beginning of a Help topic one line at a time
⌘C	Copy the selection to the Clipboard
⌘←	Go to the previous Help topic
⌘→	Go to the next Help topic
⌘W	Close the Help window

Messages – Creating, Addressing and Sending Messages

⌘E	Add an attachment to the open message
⌘K	Send all messages in the Outbox and receive all incoming messages
⌘N	Create a new message
⌥⌘L	Check spelling in the open message
⌥⌘N	In the Message list for a newsgroup create a new mail message
⌘↵	Send the open message
⌘S	Save the open message and store it in the Drafts folder
⇧⌘C	Check recipient names in the open message
⇧⌘K	Send all the messages in the Outbox
⇧⌘↵	Move the open message to the Outbox so it will be sent the next time you connect to the server

Messages – Message List

⌘\	Show or hide the Preview pane

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Messages – Message List (continued)

⌘A	Select all messages if the Message list is the active pane
⌘D	Duplicate the message
⌘⌫	Delete the message
⌘L	Refresh the Message list (IMAP, Hotmail, and online POP accounts only)
⌘N	Create a new message
⌘O	Open the selected message
⌥⌘O	Turn on or off displaying flagged messages only
⌥⌘T	Mark all messages in a folder as read
⇧⌘A	Deselect all messages
⇧⌘N	Create a new folder
⇧⌘O	Display only unread messages in the Message list. Press again to see all messages.
⇧⌘T	Mark selected messages as unread
⌘T	Mark selected messages as read

Messages – Reading Messages

^[	Display the previous unread message
^]	Display the next unread message
⌫ or ⌦	Delete the selected message
Hold down the space	Scroll down through a message slowly and continuously
⌥space	Scroll down to the next screen of text or, if you are at the end of a message, delete the current message and display the next unread message.
⇧space	Scroll up to the previous screen of text
space	Scroll down to the next screen of text or, if you are at the end of a message, display the next unread message.

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Messages – Reading Messages (continued)

⌘'	Flag the selected message
⌘[	Display the previous message
⌘]	Display the next message
⌘=	Add the sender of the selected message to the Address Book
⌘O	Open the selected message in a separate window
⌥⌘[	Delete the current message and display the previous message
⌥⌘]	Delete the current message and display the next message
^⌥⌘[	Delete the current message and display the previous unread message
^⌥⌘]	Delete the current message and display the next unread message
⌥⌘⌫ or ⌥⌘⌦	Delete the current message and, if the message window is open, close it.
⇧⌘'	Flag a message for follow-up
⇧⌘–	Decrease the display size of text in an open message or in the Preview pane
⇧⌘=	Increase the display size of text in an open message or in the Preview pane
⇧⌘H	Show or hide Internet headers
⇧⌘M	Move the selected message to a folder

Messages – Reading Threaded Messages

^⇧[	Read the last unread message of a previous thread that contains an unread message
^⇧]	Read the first unread message of the next thread that contains an unread message

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Messages – Reading Threaded Messages (continued)

⌥^⇧[	Delete the current message and open the last unread message in the next thread that contains an unread message
⌥^⇧]	Delete the current message and open the first unread message in the next thread that contains an unread message
⌥⌘⌫	Delete all the messages in the thread
⌥⇧⌘[	Delete the current message and read the last message in the previous thread
⌥⇧⌘]	Delete the current message and read the first message in the next thread
⇧⌘[	Read the last message in the previous thread
⇧⌘]	Read the first message in the next thread

Messages – Responding to Messages

⌘J	Forward the message
⌥⌘J	Redirect the message
⌥⌘R	Reply only to the sender of a mailing list message
⌘R	Reply to the sender of the message or, if the message is from a mailing list, reply to the mailing list.
⇧⌘R	Reply to all

Notes

⌘[	Close the current open note and open the previous note in the Notes list
⌘]	Close the current open note and open the next note in the Notes list
⌘A	Select all notes, if the Notes list is the active pane.
⌘D	Duplicate the note

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Notes (continued)

⌘⌫	Delete the note
⌘N	Create a new note
⌘O	Open the selected note
⇧⌘A	Deselect all notes

Office Assistant

↺	Close an Assistant message or a tip
Help if the balloon isn't showing	Display the Assistant balloon

Searching

⌘.	Cancel a search in progress
⌘F	Find text in items
⌘G	Find the next instance of the text you searched for in an item
⌥⌘F	Perform an Advanced Find
⇧⌘G	Find the next instance of the selected text

Tasks

⌘[	Close the current open task and open the previous task in the Tasks list
⌘]	Close the current open task and open the next note in the Tasks list
⌘A	Select all tasks, if the Tasks list is the active pane
⌘D	Duplicate the task
⌘⌫	Delete the task
⌘N	Create a new task
⌘O	Open the selected task

Tasks (continued)

⇧⌘A	Deselect all tasks

Text – Cutting, Copying and Pasting

⌘C	Copy a selection to the Clipboard
⌥⌘V	Paste as plain text
⇧⌘V	Paste a selection from the Clipboard as a quotation
⌘V	Paste a selection from the Clipboard
⌘X	Cut the selected text and copy it to the Clipboard

Text – Formatting

⌘B	Make the selected text bold in a note or in an HTML message or signature
⌘I	Make the selected text italic in a note or in an HTML message or signature
⌘U	Underline the selected text in a note or in an HTML message or signature

Text – Macintosh-Style Text Editing

For the following editing tasks, you can use standard Macintosh-style keyboard shortcuts by turning off Microsoft Office keyboard shortcuts.	
To turn Microsoft Office keyboard shortcuts on or off, click **General Preferences** on the **Entourage** menu. Click the **General** tab, and then select or clear the **Use Microsoft Office keyboard shortcuts for editing text** check box.	
⌦	Delete the character to the right of the insertion point or delete the selected text
⌫	Delete the character to the left of the insertion point or delete the selected text
↓	Move the insertion point down one line
↘	Scroll to the end of the message

Text – Macintosh–Style Text Editing (continued)

↖	Scroll to the beginning of the message
←	Move the insertion point left one character
⌥↓	Move the insertion point to the bottom of the current or next screen or to the end of the current selection
⌥←	Move the insertion point to the beginning of the current or previous word, or to the beginning of the current selection
⌥→	Move the insertion point to the end of the current or next word or to the end of the current selection
⌥↑	Move the insertion point to the top of the current or previous screen or to the beginning of the current selection
⇕	Scroll down one screen
⇕	Scroll up one screen
→	Move the insertion point right one character
→|	Insert spaces up to the next tab stop or every fifth character position
↑	Move the insertion point up one line
⌘A	Select all text
⌘↓	Move the insertion point to the end of a message or to the end of the selected text
⌘←	Move the insertion point to the beginning of the line or to the beginning of the selected text
⌘→	Move the insertion point to the end of the line or to the end of the selected text
⌘↑	Move the insertion point to the beginning of a message or to the beginning of the selected text

Text – Microsoft Office–Style Text Editing

For the following editing tasks, you can use Microsoft Office–style keyboard shortcuts.

Text – Microsoft Office-Style Text Editing (continued)

To turn Microsoft Office keyboard shortcuts on or off, click **General Preferences** on the **Entourage** menu. Click the **General** tab, and then select or clear the **Use Microsoft Office keyboard shortcuts for editing text** check box.

^↓ or ↘	Move the insertion point to the end of the line or to the end of the selected text
^↑ or ↖	Move the insertion point to the beginning of the line or to the beginning of the selected text
⌦	Delete the character to the right of the insertion point, or delete the selected text
⌫	Delete the character to the left of the insertion point, or delete the selected text
↓	Move the insertion point down one line
←	Move the insertion point left one character
⌥↓	Move the insertion point to the bottom of the current or next screen or to the end of the current selection
⌥←	Move the insertion point to the beginning of the current or previous word, or to the beginning of the current selection
⌥→	Move the insertion point to the end of the current or next word or to the end of the current selection
⌥↑	Move the insertion point to the top of the current or previous screen or to the beginning of the current selection
⇟	Move the insertion point down one screen
⇞	Move the insertion point up one screen
→	Move the insertion point right one character
⇥	Insert spaces up to the next tab stop or every fifth character position
↑	Move the insertion point up one line
⌘↑	Move the insertion point to the beginning of the previous paragraph
⌘A	Select all text

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Text – Microsoft Office-Style Text Editing (continued)

⌘↓	Move the insertion point to the beginning of the next paragraph
⌘↘	Move the insertion point to the end of the message
⌘↖	Move the insertion point to the beginning of the message
⌘←	Move the insertion point to the beginning of the previous word or to the beginning of the selected text
⌘→	Move the insertion point to the end of the next word or to the end of the selected text

Windows and Dialog Boxes

⌃⇧⇥	Move back through tabs in a dialog box
⌃⇥	Move forward through tabs in a dialog box
⌥⇧F7	Open the definition dictionary
⇧⇥	Move back through boxes in a dialog box
⇥	Move forward through boxes in a dialog box
⌘;	Open the **General Preferences** dialog box
⌘~	Cycle forward through open windows
⌘1	Go to the Message list. To open the Message list in a new window press ⌥⌘1
⌘2	Go to the Address Book. To open the Address Book in a new window press ⌥⌘2
⌘3	Go to the Calendar. Press again to cycle through Day, Work Week, Week, and Month views. To open the Calendar in a new window, press ⌥⌘3
⌘4	Go to the Notes list. To open the Notes list in a new window, press ⌥⌘4
⌘5	Go to the Tasks list. To open the Tasks list in a new window, press ⌥⌘5

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⌘6	Go to the Custom Views list. To open the Custom Views list in a new window, press ⌥⌘6
⌘7	Open the Progress window or make it the active window
⌘8	Open the Link Maker or make it the active window
⌘9	Open the Error Log or make it the active window
⌘O	Open the folder that is selected in the Folders list in a new window
⌥⌘1	Open the Message list in a new window
⌥⌘2	Open the Address Book in a new window
⌥⌘3	Open the Calendar in a new window
⌥⌘4	Open the Notes list in a new window
⌥⌘5	Open the Tasks list in a new window
⌥⌘6	Open the Custom Views list in a new window
⌥⇧⌘N	Open a new Entourage main window
⌥⌘W	Closes the active window and all open items
⇧⌘;	Open the **Mail & News Preferences** dialog box
⇧⌘~	Cycle back through open windows
⌘W	Close the active window

Chapter 4
PowerPoint v.X

PowerPoint v.X

Browsing Web Presentations

The following keys are for viewing your Web presentation in Microsoft Internet Explorer 4.0 or later.	
⌫	Go to the previous slide
⌌	Perform the "mouse click" behavior of the selected hyperlink
⇧⇥	Move back through the hyperlinks in a Web presentation, the Address bar, and the Links bar.
⇥	Move forward through the hyperlinks in a Web presentation, the Address bar, and the Links bar.

Changing PowerPoint Views

^⇧C	Expand the slide pane
^⇧T	Switch to notes view
^⇧V	Switch to slide sorter view
^⇧X	Expand to outline pane
^⇧Z	Switch to normal view
⇧✳ view button	Switch from normal view to master view
⌘G	Show or hide guides

Deleting and Copying Text and Objects

⌫	Delete one character to the left or right
⌘C or F3	Copy selected object
⌘D	Duplicate selected object
⌘⌫	Delete one word to the left or right
⌘V or F4	Paste cut or copied object
⌘X or F2	Cut selected object
⌘Z or F1	Undo the last action

PowerPoint v.X

Dialog Boxes

← ↑ → or ↓	Move between options in a selected list
↺	Cancel a command and close a dialog box
↵	Perform the action assigned to a default button in a dialog box
⇧⇥	Move to the previous text box
⇥	Move to the next text box

Drawing Objects

Select the object you want, and then press ⇧⌘C	Copy the object attributes
Select the object you want, and then press ⇧⌘V	Paste the object attributes
Select the object you want, and then use ← ↑ → or ↓	Change the position of an object on a slide
⇥ or ⇧⇥	Cycle forward or backward through the objects until sizing handles appear on the object you want to select

Formatting Characters and Paragraphs

^space	Remove font style (such as bold or superscript) and effects. Does not affect font, size, or color.
⇧F3	Change the case of letters
⌘=	Apply subscript formatting (automatic spacing)
⌘B	Apply bold formatting
⌘E	Centre a paragraph
⌘I	Apply italic formatting
⌘J	Justify a paragraph
⌘L	Left align a paragraph
⌘R	Right align a paragraph

Formatting Characters and Paragraphs (continued)

⇧⌘+	Apply superscript formatting (automatic spacing)
⇧⌘<	Decrease the font size
⇧⌘>	Increase the font size
⇧⌘C	Copy formats
⇧⌘F; then use the ← ↑ → or ↓ keys to select the font	Change the font
⇧⌘V	Paste formats
⌘T	Change the formatting of characters (Font command, Format menu)
⌘U	Apply an underline

Moving around in Text

↓	One line down
↘	To the end of a line
↖	To the beginning of a line
←	One character to the left
⌥↵	To the next title or body text placeholder
→	One character to the right
↑	One line up
⌘↓	Down one paragraph
⌘↘	To the end of a text box
⌘↖	To the beginning of a text box
⌘←	One word to the left
⌘→	One word to the right
⌘↑	Up one paragraph

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Moving around in the Help Topic Pane

↓	Scroll toward the end of a Help topic one line at a time
⇟	Scroll toward the end of a Help topic one screen at a time
⇞	Scroll toward the beginning of a Help topic one screen at a time
↑	Scroll toward the beginning of a Help topic one line at a time
⌘C	Copy the selected items to the Clipboard
⌘←	Go to the previous Help topic
⌘→	Go to the next Help topic
⌘W	Close the Help window

Presentations

^H	Replace text
^M	Insert a new slide
↺	Cancel an action
⇧F10	Display a contextual menu
⌥⇧F7	Open the definition dictionary
⌘D	Make a copy of the selected slide in outline view, slide sorter view, or in the outline pane in normal view.
⌘F	Find text, formatting, and special items
⌘K	Insert a hyperlink
⌘N	Create a new presentation
⌘O	Open a presentation
⌥⌘L or F7	Check spelling
⌘P	Print a presentation
⌘Q	Quit PowerPoint

PowerPoint v.X

Presentations (continued)

⌘S	Save a presentation
⇧⌘D	Make a copy of the selected slide in notes page view, or if the pointer is in slide pane or notes pane in normal view.
⇧⌘P	Open the Project Gallery
⌘W	Close a presentation
⌘Y	Redo or repeat an action
⌘Z	Undo an action

Slide Shows

A or =	Show or hide the arrow pointer
B or .	Display a black screen, or return to the slide show from a black screen
^H	Hide the pointer and button immediately
^⇧B	Start slide show from the current slide
^⇧S	Start slide show from the first slide
E	Erase on-screen annotations
↺ or ⌘. or –	End a slide show
H	Go to next hidden slide if the next slide is hidden
Hold down ^ and ⁑	Display the contextual menu
M	Use mouse-click to advance while rehearsing
N or ↵ or ‡ or → or ↓ or ⌃ or the space (or ⁑)	Perform the next animation or advance to the next slide
O	Use original timings while rehearsing
P or ‡ or ← or ↑ or ⌫	Return to the previous animation or return to the previous slide
S or +	Stop or restart an automatic slide show

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Slide Shows (continued)

T	Set new timings while rehearsing
W or ,	Display a white screen, or return to the slide show from a white screen
⌘A	Redisplay hidden pointer and/or change the pointer to an arrow
⌘P	Redisplay hidden pointer and/or change the pointer to a pen
⌘U	Hide the pointer and button in 10 seconds

Tables

^⇥	Insert a tab in a cell
↓	Move to the next line or row
↵	Start a new paragraph
⇧⇥	Move to the preceding cell
⇥	Move to the next cell
⇥ at the end of the last row	Add a new row at the bottom of the table
↑	Move to the preceding line or row

Text Boxes

← or →	Move one character to the left or right

Selecting Text and Objects

⇧↓	One line down
⇧←	One character to the left
⇧→	One character to the right
⇧↑	One line up
⇥ or ⇧⇥ until the object you want is selected	An object

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Selecting Text and Objects (continued)

⌘A	All objects (slide view)
⌘A	All slides (slide sorter view)
⌘A	All text (outline view)
⇧⌘←	To the beginning of a word
⇧⌘→	To the end of a word

Windows

⌘W	Close the active presentation window

Working in an Outline

⌥⇧←	Promote a paragraph
⌥⇧→	Demote a paragraph
⌥⇧↑	Move selected paragraphs up
⌥⇧↓	Move selected paragraphs down
⌥⇧1 on the numeric keypad	Show heading level 1
⌥⇧+ on the numeric keypad	Expand text below a heading
⌥⇧– on the numeric keypad	Collapse text below a heading
⌥⇧9 on the numeric keypad	Show all text and headings

More Shortcuts

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