Assignment 4-Tips and tricks guide

Kartik Velede

8672807

Cloud Migration and Management

INFO8850

Professor Srdjan Manojlovic

Date assignment posted: October 07,2019

Date assignment due: October 16, 2019

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | office 365 shortcuts | | | | | |
|  | | Outlook | |  | Word | |
|  | | Used for | Shortcuts |  | used for | shortcuts |
|  | |  |  |  |  |  |
|  | | Create new email message | Ctrl+N |  | Center text | CTRL+E |
|  | |  |  |  |  |  |
|  | | Forward message | Ctrl+Shift+F |  | Open a Document | CTRL+O |
|  | |  |  |  |  |  |
|  | | Calendar | Ctrl+Shift+F2 |  | Close a Document | CTRL+W |
|  | |  |  |  |  |  |
|  | | Search | Alt+Q |  | Print Preview | CTRL+P |
|  | |  |  |  |  |  |
|  | | Back to previous action | Ctrl+Z |  | Insert a hyperlink | CTL+K |
|  | | SharePoint | |  | Excel | |
|  | | used for | shortcuts |  | used for | shortcuts |
|  | |  |  |  |  |  |
|  | | Upload a document | ALT+U |  | Select entire row | SHIFT+SAPCE |
|  | |  |  |  |  |  |
|  | | Sync library | ALT+Y |  | Select entire column | CTRL+SPACE |
|  | |  |  |  |  |  |
|  | | Open an action menu | ALT+C |  | Edit active cells | F2 |
|  | |  |  |  |  |  |
|  | | Clear formatting | CTRL+SPACEBAR |  | Calculate worksheets | F7 |
|  | | Teams | |  | OneDrive | |
|  | | used for | shortcuts |  | Name | Number |
|  | |  |  |  |  |  |
|  | | Zoom in | CTRL + = |  | Select all | CTRL+A |
|  | |  |  |  |  |  |
|  | | Open help | F1 |  | Clear all | ESC |
|  | |  |  |  |  |  |
|  | | Show commands | CTRL+/ |  | Upload a file | U |
|  | |  |  |  |  |  |
|  | | Start a new chat | CTRL+N |  | Share a file | S |
|  | |  |  |  |  |  |

