

# Microsoft Word 2003

## Keyboard Shortcuts

### Selecting Text

To Extend a Selection:

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

To the beginning of a line

One line down

One line up

To the end of a paragraph

To the beginning of a paragraph

One screen down

One screen up

end of a document

beginning of a document

Select Entire document

a vertical block of text

a specific location in a document

Select the nearest character

Extend a selection

Reduce the size of a selection

### File Management

New Document (normal template)

Open Existing Document

Save Document

Save Document As

Print Document

Print Preview

Spell Check Document

Thesaurus

Find

Replace

Create AutoText

Overtyping Mode

Help menu

What's This Help Tool

Redo

Repeat Last Command

### Text Formatting

Change font

Change font size

Increase font size

Decrease font size

Increase the font size by 1 point

Decrease the font size by 1 point

Change Case

All Capitals

Bold

Underline

Underline Words Only

Double underline words

Hidden Text

Italicise

Small Capitals

Apply subscripts

Apply superscripts

Remove all formatting

(Return to Plain Text)

Toggle Show/Hide(¶) characters

### Paragraph Formatting

Single Line Spacing

Double Line Spacing

1½ Line Spacing

Add/remove 1 line space before text

### Alignments And Indents

Center a paragraph

Justify a paragraph

Left-align a paragraph

Right-align a paragraph

Indent a paragraph from the left

Remove Left Indent

Create a hanging indent

Reduce a hanging indent

Remove paragraph formatting applied by

using shortcut keys or menu commands

Apply a style name

Start AutoFormat

Apply the Normal style

Apply the Heading 1 style

Apply the Heading 2 style

Apply the Heading 3 style

Apply the List style

### Inserting

A field

AutoText

A line break

A page break

A column break

An optional hyphen

A nonbreaking hyphen

A nonbreaking space

### Copying And Pasting

Copy text or graphics

Copy formatting

Copy Text

Move text or graphics

Paste text or graphics

Paste formatting

### Working In Tables

Move to Next cell in a row

Move to Previous cell in a row

Move to First cell in a row

Move to Top cell in a column

Move to Last cell in a row

Move to Last cell in a column

Move to Previous row

Move to Next row

To Insert new paragraphs into a cell

Insert a tab into a cell

Insert a new row at end of table

Select a column

Select entire table

### Deletion Keys

Delete left of cursor

Delete word to left of cursor

Delete right of cursor

Delete word to right of cursor

Cut (delete) selected text

Undo the last action

### Working In Outlines

Promote a paragraph

Demote a paragraph

Demote to body text

Expand text under a heading

Collapse text under a heading

Show all text or headings

Display all text

### Merging

Preview a mail merge

Merge a document

Print the merged document

Edit a mail merge data source

Insert a merge field

### Navigating

One character to the left

One character to the right

One word to the left

One word to the right

One paragraph up

One paragraph down

To the previous frame or object

To the next frame or object

One column to the left (in a table)

One column to the right (in a table)

Up one line

Down one line

To the end of a line

To the beginning of a line

To the top of a screen

To the bottom of a screen

Up one screen

Down one screen

Down One Page

Up One Page

To the end of a document

To the beginning of a document

To a previous cursor position

### Working With Fields

Insert DATE field

Insert PAGE field

Insert TIME field

Insert blank field

Update links in Word document

Update selected fields

Unlink a field

Switch between field code or result

Switch between all field codes or results

Perform field action

Go to the next field

Go to the previous field

Lock a field

Unlock a field



# Microsoft Excel 2003 Shortcut Keys

## General Shortcuts

New Workbook.....	CTRL N
Open Existing Workbook.....	CTRL O
Save Workbook.....	CTRL S
Save Workbook As.....	F12
Print Workbook.....	CTRL P
Print Preview.....	CTRL F2
Spell Check Workbook.....	F7
Excel Help menu.....	F1
What's This Help Tool.....	SHIFT F1

## Moving Around Shortcuts

Move to next cell down & accept data entry.....	ENTER
Move to prev cell up & accept data entry....	SHIFT ENTER
Move one cell right & accept data entry.....	TAB
Move one cell left & accept data entry.....	SHIFT TAB
Move one cell up, down, left, or right.....	←→↑↓
Move to edge of current data region.....	CTRL ←→↑↓
beginning of row.....	HOME
Beginning of worksheet.....	CTRL HOME
Last used cell on worksheet.....	CTRL END
Down one screen.....	PG DN
Up one screen.....	PG UP
One screen to right.....	ALT PG DN
One screen to left.....	ALT PG UP
Next sheet in workbook.....	CTRL PG DN
Previous sheet in workbook.....	CTRL PG UP
Move to next unlocked cell.....	TAB
Go To.....	F5
Find.....	SHIFT F5
Find Next.....	SHIFT F4

## Data Entry Shortcuts

Start a new line in the same cell.....	ALT ENTER
Enter Array Formula.....	CTRL SHIFT ENTER
Display the Formula Palette.....	CTRL A
Insert Function arguments.....	CTRL SHIFT A
Insert a hyperlink.....	CTRL K
Edit the active cell.....	F2
Paste Function.....	SHIFT F3
Calculate all workbooks.....	F9
Calculate active workbook.....	CTRL ALT F9
Calculate active worksheet.....	SHIFT F9
Start a formula.....	=
Insert AutoSum formula.....	ALT =
Enter date.....	CTRL ;
Enter time.....	CTRL SHIFT :
Cancel Data Entry.....	ESC
Fill down.....	CTRL D
Fill to the right.....	CTRL R
Fill range with current entry.....	CTRL ENTER
Copy.....	CTRL C
Copy formatting.....	CTRL SHIFT C
Copy value from cell above.....	CTRL SHIFT "
Paste Once.....	ENTER
Paste Multiple Times.....	CTRL V
Paste formatting only.....	CTRL SHIFT V
Cut.....	CTRL X
Clear cell Contents.....	DELETE
Delete Selection.....	CTRL HYPHEN
Insert Blank Cells.....	CTRL SHIFT +
Edit a cell comment.....	SHIFT F2
Paste Range Names.....	F3
Create Range Names.....	CTRL SHIFT F3
Define Range Name.....	CTRL F3
Delete selection.....	BACKSPACE or DELETE
Delete text to the end of the line.....	CTRL DELETE
Redo.....	ALT SHIFT BACKSPACE
Repeat Last Command.....	F4
Insert a new worksheet.....	SHIFT F11
Create a chart using selected range.....	F11
Group sheets.....	SHIFT CTRL PG DN or PG UP
Undo.....	CTRL Z

## Formatting Shortcuts

Style dialog box.....	ALT ' (apostrophe)
Format Cells dialog box.....	CTRL 1
General number format.....	CTRL SHIFT ~
Currency Format.....	CTRL SHIFT \$
Percentage Format.....	CTRL SHIFT %
Date Format.....	CTRL SHIFT #
Time Format.....	CTRL SHIFT @
Comma Format.....	CTRL SHIFT !
Apply the outline border.....	CTRL SHIFT &
Remove outline borders.....	CTRL SHIFT _
Bold.....	CTRL B
Italics.....	CTRL I
Underlining.....	CTRL U
Strikethrough.....	CTRL 5
Hide rows.....	CTRL 9
Unhide rows.....	CTRL SHIFT (
Hide columns.....	CTRL 0 (zero)
Unhide columns.....	CTRL SHIFT )
Toggle displaying values or formulas.....	CTRL `
Display the AutoComplete list.....	ALT↓

## Selecting Ranges

Select current region.....	CTRL SHIFT *
Extend selection one cell.....	SHIFT ←→↑↓
Extend selection to last used cell.....	CTRL SHIFT END
Select the entire column.....	CTRL SPACEBAR
Select the entire row.....	SHIFT SPACEBAR
Select the entire worksheet.....	CTRL A
Select all objects on sheet.....	CTRL SHIFT SPACEBAR
Select the current array.....	CTRL /
Select all cells with comments.....	CTRL SHIFT O
Select unmatching values.....	CTRL \
Select Direct Successors.....	CTRL [
Select all Successors.....	CTRL SHIFT {
Select Direct Predecessors.....	CTRL ]
Select all Predecessors.....	CTRL SHIFT }
Select visible cells in current selection.....	ALT ;



# PowerPoint 2003 Shortcut Keys

## Common Tasks

<b>F6</b>	Move clockwise among panes of normal view
<b>SHIFT+F6</b>	Move counter clockwise among panes of normal view
<b>CTRL+SHIFT+TAB</b>	Switch between <b>Slides</b> and <b>Outline</b> tabs of the Outline and Slides pane in normal view

## Create and edit presentations

<b>CTRL+N</b>	Create a new presentation
<b>CTRL+M</b>	Insert a new slide
<b>CTRL+D</b>	Make a copy of the selected slide
<b>CTRL+O</b>	Open a presentation
<b>CTRL+W</b>	Close a presentation
<b>CTRL+P</b>	Print a presentation
<b>CTRL+S</b>	Save a presentation
<b>F5</b>	Run a presentation
<b>ALT+F4</b>	Quit PowerPoint
<b>CTRL+F</b>	Find text
<b>CTRL+H</b>	Replace text
<b>CTRL+K</b>	Insert a hyperlink
<b>F7</b>	Check spelling
<b>ESC</b>	Cancel a menu or dialog box action
<b>CTRL+Z</b>	Undo an action
<b>CTRL+Y</b>	Redo or repeat an action

## Move around in and work on tables

<b>TAB</b>	Move to the next cell
<b>SHIFT+TAB</b>	Move to the preceding cell
<b>DOWN ARROW</b>	Move to the next row
<b>UP ARROW</b>	Move to the preceding row
<b>CTRL+TAB</b>	Insert a tab in a cell
<b>ENTER</b>	Start a new paragraph
<b>TAB in last row</b>	Add a new row at the bottom of the table

## Change or resize the font

<b>CTRL+SHIFT+F</b>	Change the font
<b>CTRL+SHIFT+P</b>	Change the font size
<b>CTRL+SHIFT+&gt;</b>	Increase the font size
<b>CTRL+SHIFT+&lt;</b>	Decrease the font size

## Apply character formats

<b>CTRL+T</b>	Change the formatting of characters
<b>SHIFT+F3</b>	Change the case of letters
<b>CTRL+SPACEBAR</b>	Remove manual character formatting

## Copy text formats

<b>CTRL+SHIFT+C</b>	Copy formats
<b>CTRL+SHIFT+V</b>	Paste formats

## Align paragraphs

<b>CTRL+E</b>	Center a paragraph
<b>CTRL+J</b>	Justify a paragraph
<b>CTRL+L</b>	Left align a paragraph
<b>CTRL+R</b>	Right align a paragraph

## Delete and copy text and objects

<b>CTRL+BACKSPACE</b>	Delete one word to the left
<b>CTRL+DELETE</b>	Delete one word to the right
<b>CTRL+D</b>	Duplicate object
<b>CTRL+X</b>	Cut selected object
<b>CTRL+C</b>	Copy selected object
<b>CTRL+V</b>	Paste cut or copied object
<b>CTRL+Z</b>	Undo the last action

## Move around in text

<b>LEFT ARROW</b>	One character to the left
<b>RIGHT ARROW</b>	One character to the right
<b>UP ARROW</b>	One line up
<b>DOWN ARROW</b>	One line down
<b>CTRL+LEFT ARROW</b>	One word to the left
<b>CTRL+RIGHT ARROW</b>	One word to the right
<b>END</b>	To the end of a line
<b>HOME</b>	To the beginning of a line
<b>CTRL+UP ARROW</b>	Up one paragraph
<b>CTRL+DOWN ARROW</b>	Down one paragraph
<b>CTRL+END</b>	To the end of a text box
<b>CTRL+HOME</b>	To the beginning of a text box
<b>CTRL+ENTER</b>	To the next title or body text placeholder or insert new slide.
<b>SHIFT+F4</b>	To repeat the last Find action

## Work in an outline

<b>SHIFT+TAB</b>	Promote a paragraph
<b>TAB</b>	Demote a paragraph
<b>ALT+SHIFT+UP ARROW</b>	Move selected paragraphs up
<b>ALT+SHIFT+DOWN ARROW</b>	Move selected paragraphs down
<b>ALT+SHIFT+1</b>	Show heading level 1
<b>ALT+SHIFT+PLUS SIGN</b>	Expand text below a heading
<b>ALT+SHIFT+MINUS SIGN</b>	Collapse text below a heading
<b>ALT+SHIFT+A</b>	Show all or collapse all text or headings
<b>SLASH (/) on the keypad</b>	Turn character formatting on or off
<b>Show or hide a grid or guides</b>	SHIFT+F9
<b>Show or hide the entire grid</b>	ALT+F9
<b>Show or hide guides</b>	CTRL+G

## Select text and objects

<b>SHIFT+RIGHT ARROW</b>	One character to the right
<b>SHIFT+LEFT ARROW</b>	One character to the left
<b>CTRL+SHIFT+RIGHT ARROW</b>	To the end of a word
<b>CTRL+SHIFT+LEFT ARROW</b>	To the beginning of a word
<b>SHIFT+UP ARROW</b>	One line up
<b>SHIFT+DOWN ARROW</b>	One line down
<b>ESC</b>	An object (with text selected inside the object)
<b>TAB or SHIFT+TAB</b>	An object
<b>ENTER</b>	Text within an object (with an object selected)
<b>CTRL+A (on the Slides tab)</b>	All objects
<b>CTRL+A (in slide sorter view)</b>	All slides
<b>CTRL+A (on the Outline tab)</b>	All text

## Working in Presentation Mode

<b>number+ENTER</b>	Go to slide <i>number</i>
<b>B or PERIOD</b>	Display a black screen
<b>W or COMMA</b>	Display a white screen
<b>ESC</b>	End a slide show
<b>CTRL+P</b>	Pointer becomes a pen
<b>CTRL+A</b>	Pointer becomes an arrow
<b>E</b>	Erase on-screen annotations
<b>H</b>	Go to the next hidden slide

