

Office Shortcuts

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Word	Delete previous word Ctrl Backspace	Capitalisation options Shift F3	Repeat most recent action F4	Vertical text selection Ctrl Drag	Copy selected text / object Ctrl Drag	Spell check F7	Insert Date Ctrl Shift D	Apply normal paragraph style Ctrl Shift N	Copy formatting of selected text Ctrl Shift C
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Excel	Create default chart F11	Insert blank cells Ctrl Shift +	Auto complete options Alt ↓	Select entire table Ctrl Shift space	Copy cell value from cell above Ctrl /	Minimise ribbon Ctrl F1	Autosum - End of range or Selected range Alt =	Format cells dialog box Ctrl 1	Next cell Tab	Spell Check F7
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Outlook	Switch to Mail Ctrl 1	Reply to Mail Ctrl R	Forward mail Ctrl F	Next message Ctrl .	Previous message Ctrl ,	Create task Ctrl Shift K	Create appointment Ctrl Shift A	Create meeting request Ctrl Shift Q	Check for new mail F5
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PowerPoint	Insert slide Ctrl M	Select next object on slide Shift Tab	Move object pixel by pixel Ctrl ↑ ↓ ← →	Group object / Ungroup Ctrl Shift G / H	Start presentation from first slide F5	Previous slide Backspace	Jump to a particular slide Type the slide number and press Enter	Jump to first slide Home	Jump to last slide End	Black out screen/ resume slide show B
Shortcuts for editing slides					Slideshow shortcuts					

Universal	Select All Ctrl A	Copy Ctrl C	Cut Ctrl X	Paste Ctrl V	Undo Ctrl Z	Redo Ctrl Y	Print Ctrl P	Save Ctrl S	Switch between open windows Alt Tab	Help F1	Find Ctrl F
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