

appendices

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APPENDIX A

Microsoft Office Shortcuts

Using Function Keys on a Laptop

When using a laptop computer, function keys perform specific Windows actions on your laptop, such as increase or decrease speaker volume, open Windows *Settings*, or adjust the screen brightness. So when using a numbered function key in an Office application, such as **F12** as a shortcut to open the *Save As* dialog box, you may need to press the *function key* (**Fn** or **fn**) on your keyboard in conjunction with a numbered function key to activate the Office command (Figure Appendix A-1). The *function key* is typically located near the bottom left of your laptop keyboard next to the *Ctrl* key.



Appendix A-1
Function key

Common Microsoft Office Keyboard Shortcuts

Action	Keyboard Shortcut
Save	Ctrl+S
Copy	Ctrl+C
Cut	Ctrl+X
Paste	Ctrl+V
Select All	Ctrl+A
Bold	Ctrl+B
Italic	Ctrl+I
Underline	Ctrl+U
Close <i>Start</i> page or <i>Backstage</i> view	Esc
Open <i>Help</i> pane	F1
Activate <i>Tell Me</i> feature	Alt+Q
Switch windows	Alt+Tab

Word Keyboard Shortcuts

Action	Keyboard Shortcut
File Management	
Open a new blank Word document	Ctrl+N
Save	Ctrl+S
Open <i>Save As</i> dialog box	F12
Open an existing document from the <i>Backstage</i> view	Ctrl+O
Open an existing document from the <i>Open</i> dialog box	Ctrl+F12
Close a document	Ctrl+W
Editing	
Toggle on/off <i>Show/Hide</i>	Ctrl+Shift+8

Action	Keyboard Shortcut
Copy	Ctrl+C
Cut	Ctrl+X
Paste	Ctrl+V
Bold	Ctrl+B
Italic	Ctrl+I
Underline	Ctrl+U
Double underline	Ctrl+Shift+D
Small caps	Ctrl+Shift+K
All caps	Ctrl+Shift+A
Left align text	Ctrl+L
Center text	Ctrl+E
Right align text	Ctrl+R
Justify text	Ctrl+J
Single line spacing	Ctrl+1
Double line spacing	Ctrl+2
1.5 line spacing	Ctrl+5
Left Indent	Ctrl+M
Remove Left Indent	Ctrl+Shift+M
Undo	Ctrl+Z
Repeat/redo	Ctrl+Y
Insert line break	Shift+Enter
Insert page break	Ctrl+Enter
Insert column break	Ctrl+Shift+Enter
Insert non-breaking space	Ctrl+Shift+spacebar
Copy formatting	Ctrl+Shift+C
Paste formatting	Ctrl+Shift+V
Increase font size	Ctrl+Shift+., (Ctrl+>)
Decrease font size	Ctrl+Shift+, (Ctrl+<)
Insert an endnote	Alt+Ctrl+D
Insert a footnote	Alt+Ctrl+F
Update field	F9
Open Panes and Dialog Boxes	
Print area on the Backstage view	Ctrl+P
Open Font dialog box	Ctrl+D
Open Spelling and Grammar pane	F7
Open Thesaurus pane	Shift+F7

(continued)

Action	Keyboard Shortcut
Open <i>Navigation</i> pane	Ctrl+F
Open <i>Find and Replace</i> dialog box with the <i>Replace</i> tab selected	Ctrl+H
Open <i>Find and Replace</i> dialog box with the <i>Go To</i> tab selected	Ctrl+G or F5
Open <i>Insert Hyperlink</i> dialog box	Ctrl+K
Open <i>Word Help</i> pane	F1
Selection and Navigation	
Select all	Ctrl+A
Turn selection on (continue to press F8 to select word, sentence, paragraph, or document)	F8
Move the insertion point to the beginning of the document	Ctrl+Home
Move the insertion point to the end of the document	Ctrl+End
Move the insertion point to the beginning of a line	Ctrl+left arrow
Move the insertion point to the end of a line	Ctrl+right arrow
Switch window	Alt+Tab

Excel Keyboard Shortcuts

Action	Keyboard Shortcut
File Management	
Open a new blank workbook	Ctrl+N
Open an existing workbook from the <i>Backstage</i> view	Ctrl+O
Open an existing workbook from the <i>Open</i> dialog box	Ctrl+F12
Close	Ctrl+W
Save	Ctrl+S
Move to cell A1	Ctrl+Home
Next worksheet	Ctrl+Page Down
Previous worksheet	Ctrl+Page Up
Editing	
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Undo	Ctrl+Z
Repeat/redo	Ctrl+Y
Underline	Ctrl+U
Bold	Ctrl+B
Italics	Ctrl+I
Open <i>Format Cells</i> dialog box	Ctrl+1

Action	Keyboard Shortcut
Edit mode (insertion point appears within the cell)	F2
Manual line break in a cell	Ctrl+Enter
Toggle between formula view and results view	Ctrl+~
Customizing Sheets	
Hide row	Ctrl+9
Hide column	Ctrl+0
Unhide row	Ctrl+Shift+(
Insert dialog box (cell, row, or column)	Ctrl+plus sign (+)
Insert worksheet	Shift+F11
Insert chart object	Alt+F1
Formula Creation	
Open <i>Insert Function</i> dialog box	Shift+F3
Insert a plus sign	Shift+=
Insert a multiplication sign	Shift+8
Insert an exponent sign	Shift+6
Insert an open parenthesis	Shift+9
Insert a closed parenthesis	Shift+0
Insert the <i>SUM</i> function	Alt+=
Absolute symbol toggle	F4
Open <i>Paste Name</i> dialog box (insert range name)	F3

Access Keyboard Shortcuts

Action	Keyboard Shortcut
Database File Management	
Open a new blank database	Ctrl+N
Open an existing database	Ctrl+O
Editing	
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Working with Objects	
Open or close <i>Navigation Pane</i>	F11
Open selected object in the default view	Enter
Open selected object in <i>Design</i> view	Ctrl+Enter
Save a database object; if first time saving the object, opens the <i>Save As</i> dialog box	Ctrl+S

(continued)

Action	Keyboard Shortcut
Open the <i>Save As</i> dialog box	F12
Open shortcut menu for the selected object	Shift+F10
Working with Text and Data	
Move to next field in a table, query, or form	Tab
Move to preceding cell in a table, query, or form	Shift+Tab
Insert line break when entering data in a <i>Short Text</i> or <i>Long Text</i> field	Ctrl+Enter
Undo changes to current field. Undoes all changes if more than one field on current record has been changed.	ESC
Switch between <i>Edit</i> mode (insertion point displayed) and <i>Navigation</i> mode	F2
Select current column (works in <i>Navigation</i> mode only)	Ctrl+spacebar
Increase selection to add adjacent column to the right	Shift+right arrow
Increase selection to add adjacent column to the left	Shift+left arrow
Open <i>Find and Replace</i> dialog box	Ctrl+F
Open <i>Find and Replace</i> dialog box with the <i>Replace</i> tab selected	Ctrl+H
Find next	Shift+F4
Working in Design View	
Open <i>Expression Builder</i> dialog box	Ctrl+F2
Open <i>Zoom</i> window	Shift+F2
Open or close the <i>Properties</i> window for the selected control	F4
Show or hide <i>Field</i> list	Alt+F8
Switch to <i>Form</i> view from <i>Design</i> view	F5
Print Preview Shortcuts	
Open <i>Page Setup</i> dialog box from <i>Print Preview</i> view	S
Open <i>Print</i> dialog box from <i>Print Preview</i> view	P or Ctrl+P

PowerPoint Keyboard Shortcuts

Action	Keyboard Shortcut
File Management	
Open a new blank presentation	Ctrl+N
Open an existing presentation from the <i>Backstage</i> view	Ctrl+O
Open an existing presentation from the <i>Open</i> dialog box	Ctrl+F12
Open <i>Save As</i> dialog box	F12
Save	Ctrl+S
Editing	
Cut	Ctrl+X

Action	Keyboard Shortcut
Copy	Ctrl+C
Paste	Ctrl+V
Duplicate slides	Ctrl+D
Undo	Ctrl+Z
Redo	Ctrl+Y
Soft return, causes text to word wrap to the next line	Shift+Enter
<i>Slide Movement in Normal View</i>	
Move to first slide	Home
Move to last slide	End
Move to next slide	Page Down or down arrow
Move to previous slide	Page Up or up arrow
Move from the slide title to the body placeholder	Ctrl+Enter
<i>Slide Movement in Slide Show View</i>	
Start a presentation slide show from the beginning	F5
Open <i>Presenter View</i> and start a slide show	Alt+F5
Advance to the next slide	N , spacebar , right arrow , down arrow , Enter , or Page Down
Go to the previous slide	P , Backspace , left arrow , up arrow , or Page Up
Go to a particular slide	Slide number, Enter
Go to a particular slide by opening <i>All Slides</i> dialog box and selecting a slide title	Ctrl+S
Go to a hidden slide	Slide number, Enter or H if the next slide is hidden
Blanks the screen to black	B or period
Blanks the screen to white	W or comma
Zoom in	Plus sign
Zoom out	Minus sign
Stop or restart an automatic show	S
<i>Ink Markup in Slide Show View</i>	
Change pointer to pen	Ctrl+P
Change pointer to arrow	Ctrl+A
Change pointer to eraser	Ctrl+E
Show or hide ink markup	Ctrl+M
Erase markings on the screen	E

