

Microsoft office shortcut keys

<i>ACTION</i>	<i>KEYSTROKE</i>
<i>OPEN A FILE</i>	CTRL+ O
<i>NEW FILE</i>	CTRL+ N
<i>CLOSE A FILE</i>	CTRL+ W
<i>SAVE AS</i>	F12
<i>SAVE</i>	CTRL+ S, SHIFT+ F12
<i>PRINT PREVIEW</i>	CTRL+ F2
<i>PRINT</i>	CTRL+ P
<i>SHOW/HIDE PARA GRAPH SYMBOL</i>	CTRL+ *
<i>SPELLING/GRAMMAR</i>	F7
<i>HELP</i>	F1
<i>FIND</i>	CTRL+ F
<i>UPPERCASE/LOWER CASE</i>	CTRL+ (+)
<i>REPLACE</i>	CTRL+ H
<i>GO TO</i>	CTRL+ G
<i>SELECT ALL</i>	CTRL+ A
<i>START OF LINE</i>	HOME
<i>END OF LINE</i>	END
<i>CURSOR TO START</i>	SHIFT+ HOME
<i>CURSOR TO END</i>	SHIFT+ END
<i>BEGINNING OF LINE</i>	CTRL+ HOME
<i>END OF LINE</i>	CTRL+ END

Microsoft Office Short Keys Study Guide

Padhraic Smyth



Microsoft Office Short Keys Study Guide:

Microsoft Office Short Keys Study Guide Book Review: Unveiling the Power of Words

In a world driven by information and connectivity, the ability of words has become more evident than ever. They have the capability to inspire, provoke, and ignite change. Such may be the essence of the book **Microsoft Office Short Keys Study Guide**, a literary masterpiece that delves deep into the significance of words and their impact on our lives. Published by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book's key themes, examine its writing style, and analyze its overall effect on readers.

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