

Word Keyboard Shortcuts (PC Version)

Quick Reference Guide

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Common

Adjust Zoom Magnification	ALT, W, Q
Align text left/right	CTRL, L or R
Apply bold formatting	CTRL, B
Apply italic formatting	CTRL, I
Apply underline formatting	CTRL, U
Cancel command	ESC
Center text	CTRL, E
Close document	CTRL, W
Close Word	ALT, F4
Copy selection	CTRL, C
Create new document	CTRL, N
Cut selected content	CTRL, X
Decrease/increase font size (1 point)	CTRL, [or]
Find next spelling/grammatical error	ALT, F7
Open document	CTRL, O
Open Editor pane (Spelling/Grammar)	F7
Open Help pane	F1
Open Thesaurus pane	SHIFT, F7
Paste selection	CTRL, V
Print document	CTRL, P
Redo action	CTRL, Y
Remove document window split	ALT, SHIFT, C
Save As dialog box	F12
Save document	CTRL, S
Select all document content	CTRL, A
Split document window	CTRL, ALT, S
Switch to next open document	CTRL, F6
Switch to previous open document	CTRL, SHIFT, F6
Undo action	CTRL, Z

Editing Text and Graphics

Copy header/footer (previous section)	ALT, SHIFT, R
Copy selection to new location	SHIFT + F2, Move, ENTER
Copy selected formatting*	CTRL, ALT, C
Copy selection	CTRL, C
Create new Building Block from selection	ALT, F3
Cut selection	CTRL, X
Delete one word to left	CTRL, BACKSPACE

* Older versions use **CTRL + SHIFT + C**

Delete one word to right	CTRL, DELETE
Display Object dialog box	ALT + N, I, J
Display Find/Replace dialog box	CTRL, H
Insert Building Block	Building Block Name, F3
Insert SmartArt graphic	ALT + N, M
Insert WordArt graphic	ALT + N, W
Move selected content	F2, Move cursor, ENTER
Open Clipboard task pane	ALT + H, E, O
Paste selected formatting*	CTRL, ALT, V
Paste selection	CTRL, V
* Older versions use CTRL + SHIFT + V	

Formatting Characters

Add bulleted list	CTRL, SHIFT, L
Apply bold formatting	CTRL, B
Apply double underline formatting	CTRL, SHIFT, D
Apply italic formatting	CTRL, I
Apply small caps formatting	CTRL, SHIFT, K
Apply subscript formatting	CTRL, =
Apply superscript formatting	CTRL, SHIFT, +
Apply underline formatting	CTRL, U
Apply underline formatting (words only)	CTRL, SHIFT, W
Change selected text to Symbol font	CTRL, SHIFT, Q
Change text to all upper case	CTRL, SHIFT, A
Decrease/increase font size (1 pt)	CTRL, [or]
Decrease/increase font size (2 pts)	CTRL, SHIFT, < or >
Display Font dialog box	CTRL, D
Display nonprinting characters*	CTRL, SHIFT, 8
Display Reveal Formatting task pane	SHIFT, F1
Hide selected text	CTRL, SHIFT, H
Remove manual character formatting	CTRL, SPACE
Switch between upper/lower/title case	SHIFT, F3

* Do not use numeric keypad

Formatting Paragraphs

Add/remove space before paragraph	CTRL, 0 (zero)
Align paragraph to left	CTRL, L
Align paragraph to right	CTRL, R
Apply 1.5-line spacing to paragraph	CTRL, 5
Apply double spacing to paragraph	CTRL, 2

GUIDE KEY

NEXT TO ONE, ANOTHER	SEPARATED BY COMMAS
CTRL, C	ALT, S, O, N
Press together (C+S+C)	Press and release one at a time, in order

Apply single spacing to paragraph	CTRL, 1
Apply style: Heading 1 to 3	CTRL, ALT, 1-3
Apply style: Normal	CTRL, SHIFT, N
Center paragraph	CTRL, E
Create hanging indent	CTRL, T
Display Apply Styles task pane	CTRL, SHIFT, S
Display Styles task pane	CTRL, ALT, SHIFT, S
Enable AutoFormat	CTRL, ALT, K
Indent paragraph	CTRL, M
Justify paragraph	CTRL, J
Remove hanging indent	CTRL, SHIFT, T
Remove paragraph formatting	CTRL, Q
Remove paragraph indent	CTRL, SHIFT, M

Mail Merges (Mailings tab must be selected)

Edit mail merge data document	ALT, SHIFT, E
Go to next field	F11
Go to previous field	SHIFT, F11
Insert DATE field	ALT, SHIFT, D
Insert empty field	CTRL, F9
Insert LISTNUM field	CTRL, ALT, L
Insert merge field	ALT, SHIFT, F
Insert PAGE field	ALT, SHIFT, P
Insert TIME field	ALT, SHIFT, T
Lock field	CTRL, F11
Merge document	ALT, SHIFT, N
Preview mail merge	ALT, SHIFT, K
Print merged document	ALT, SHIFT, M
Toggle all field codes and their results	ALT, F9
Toggle single field code and its result	SHIFT, F9
Unlink field	CTRL, SHIFT, F9
Unlock field	CTRL, SHIFT, F11
Update selected fields or links	F9

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Computer Software Training & Continuing Education

Microsoft Analysis Reference Instructions Shortcuts

Ensheng Dong



Microsoft Analysis Reference Instructions Shortcuts:

Mastering Microsoft Excel: A Beginner's Guide to Spreadsheets and Data Analysis DIZZY DAVIDSON, 2025-02-15

Dive into the world of spreadsheets and data analysis with *Mastering Microsoft Excel A Beginner's Guide to Spreadsheets and Data Analysis*. This comprehensive guide is perfect for anyone looking to unlock the full potential of Microsoft Excel. Whether you're a student, professional, or hobbyist, this book will transform you from a novice to a confident Excel user, equipped with the knowledge to create and analyze data effectively. Packed with real-life stories, illustrations, quizzes with answers, practical exercises, and real-life examples, this book is your ultimate companion to mastering Microsoft Excel.

Inside this book, you'll discover:

- Introduction to Excel:** Get familiar with the Excel interface and learn key features and terminology.
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- Basic Formatting Techniques:** Master formatting cells and data to make your spreadsheets look professional.
- Working with Formulas and Functions:** Understand the power of formulas and functions to perform calculations and analyze data.
- Data Entry and Validation:** Discover tips for accurate data entry and how to use data validation to ensure data integrity.
- Managing and Organizing Data:** Learn how to sort, filter, and organize your data efficiently using tables and named ranges.
- Creating Charts and Graphs:** Visualize your data with various chart types and customize them for clarity.
- Analyzing Data with PivotTables and PivotCharts:** Unlock advanced data analysis with PivotTables and PivotCharts.
- Advanced Excel Features:** Explore conditional formatting, macros, and an introduction to VBA.
- Printing and Sharing Excel Workbooks:** Prepare your spreadsheets for printing and sharing with others.

Keywords: Microsoft Excel, Excel spreadsheets, Data analysis, Formulas and functions, Data visualization, Chart creation, PivotTables, Excel formatting, Spreadsheet management, Data organization, Key Values, Real Life Stories.

Gain insights from real-life experiences to see how Excel can be used effectively in various scenarios. **Illustrations:** Visual aids to help you understand and apply concepts more easily. **Quizzes with Answers:** Test your knowledge and reinforce learning with multiple-choice quizzes at the end of each chapter. **Practical Exercises:** Hands-on exercises to practice and apply the skills you've learned in real-world situations. **Real-Life Examples:** See how Excel can be used in different contexts, from budgeting and financial analysis to project management and data reporting.

This book is your comprehensive guide to mastering Microsoft Excel, packed with valuable insights and practical tools to help you create and analyze data effectively. Get ready to unlock your full potential and take your Excel skills to the next level.

Microsoft Excel Professional 2021 Guide CA Manmeet Singh Mehta, 2022-09-13

The power to build a successful career is at your fingertips with *Excel 2021*. Do you struggle with handling Excel data? Do you waste a lot of time figuring out which formulas and functions to use for your day-to-day office work? Even so, do you still want to become a master of Excel's most advanced features and techniques? This book will teach you the fundamentals and most beneficial uses of Microsoft Excel through various examples, practical illustrations, and good shortcuts to make your life easier with it. To begin, we'll look at the numerous features every

professional needs to manage enormous volumes of data The reader will discover how to import data from various sources and cleanse and arrange it You ll learn how to use Excel s formulas and functions as well as how to analyse data in a variety of ways This book will demonstrate how Excel s new capabilities combine AI and ML to improve and simplify data visualisation straightforwardly This book will teach you how to solve business problems using Excel s built in functions In this book you will learn Start with the essential Excel skills and gradually learn the sophisticated formulas Discover how to quickly and easily import data from various external sources and formats Eliminate complex data structures adjust formats and enhance data visibility Discover hundreds of shortcuts do complex computations and study intelligent visuals Learn how to use PivotTables What If Analysis and Array functions to generate valuable reports and dashboards What makes this book your go to Excel skill guide Excel techniques and formulas Several practical examples that make day to day job activities easier in minutes With only a few clicks you can learn to filter manage and analyse your business data High quality images and screenshots help you choose the correct tool in seconds And there are many more to explore in this book WHO THIS BOOK IS FOR Students recent graduates and professionals such as Accountants Retail Managers Sales Executives Business Analysts Administrative Assistants and HR Professionals who want to boost their day to day data management and analytical skills will find this book to be an invaluable resource This book along with Excel or Microsoft 365 is all you need to become a professional Excel user

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Microsoft Excel 365 Data Analysis Masterclass Liam P. Swift, Unlock the Power of Your Data Become an Excel 365 Analysis Master Are you ready to transform your Excel skills and become a data analysis powerhouse In Microsoft Excel 365 Data Analysis Masterclass A Practical Guide to Power Query Power Pivot DAX and Data Visualization expert P Swift provides a comprehensive hands on approach that will take you from Excel novice to advanced data analysis pro This isn t just another dry textbook it s your practical guide to mastering the core tools and techniques that will help you make sense of your data and drive real results From Basic to Advanced Your Journey to Excel Mastery Have you been struggling with basic Excel functionality Do you often find that you are just skimming the surface With Excel 365 Data Analysis Masterclass you ll start with the essentials quickly moving from basic spreadsheet functions to complex data manipulation techniques You ll learn all of the core concepts so you can be comfortable using both basic and advanced techniques no matter your prior experience This book is equally suitable for those that have Microsoft Excel Data Analysis for Beginners as well as for Excel for Data Professionals making it a perfect guide for anyone at any level Harness the Power of Excel 365 s Most Powerful Tools This book will teach you all the tools that you need to be a proficient Excel user You will

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in Excel or want to get more out of Excel Data Analysis with Power Query and Power Pivot then this is the right book for you Ready to Take Your Excel Skills to the Next Level Stop struggling with spreadsheets and start unlocking the true potential of your data Liam P Swift s Microsoft Excel 365 Data Analysis Masterclass is your proven path to Excel mastery Don t wait any longer Click the Buy Now button and start transforming your data analysis skills today [user's guide 1; microsoft excel](#) ,1992

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and other interested parties This textbook that comprises of eight chapters employs the Microsoft Excel one of the most commonly used and popular spreadsheet applications to demonstrate the applications of essential functionalities available in the spreadsheet applications This application becomes one of the primary analytical tools in today s business Excel functions if used wisely and effectively are capable of transforming business data into meaningful and valuable information

Microsoft Excel Function Reference ,1992 This book gives information on how to get started on Microsoft Excel worksheet basics databases charts graphics printing and keyboard shortcuts **Microsoft 365 Office All-in-One For Dummies** Paul McFedries,Peter Weverka,2025-03-11 Supercharge your productivity at the office and at home Looking to familiarize yourself with the world s most popular and effective productivity apps Then look no further than the latest edition of Office 365 All in One For Dummies packed with 9 mini books covering each of the super apps included in the famous productivity suite from Microsoft In the books you ll get a handle on Word Excel PowerPoint Outlook Teams Access and more This convenient and authoritative collection will walk you through how to create and edit text documents in Word make new spreadsheets in Excel and set up virtual meetings in Teams You ll also learn how to Use pro level keyboard shortcuts and speed techniques to accelerate your productivity Use Microsoft s new AI powered Copilot to get help and even write and edit your documents Leverage SharePoint and OneDrive to share documents and collaborate remotely with colleagues Office 365 All in One For Dummies is the first and last resource you ll need to reach for when you ve got a question about Microsoft s ubiquitous productivity tools It s perfect for newbies looking to get started and power users looking for fresh tips on the latest features Grab your copy today [The Lawyer's Guide to Microsoft Excel 2007](#) John C. Tredennick,2009 Designed as a hands on manual for beginners as well as longtime spreadsheet users the reader will learn how to build spreadsheets from scratch use them to analyze issues and to create graphics presentation Key lessons include Spreadsheets 101 how to get started for beginners Advanced Spreadsheets how to use formulas to calculate values for settlement offers and damages business deals Simple Graphics and Charts how to make sophisticated charts for the court or to impress your clients and sorting and filtering data and more [Information Technology](#) Ingrid Koreneff,Kerry Sims-McLean,2005 **Microsoft Excel User's Guide** ,1994 **Mastering Cash Flow and Valuation Modelling in Microsoft Excel** Alastair Day,2012-10-12 Your practical step by step guide to planning and building cash valuation models Through a set of comprehensive instructions and templates it provides the tools to build models that will enable you to carry out accurate and informed analysis of your company s cash liabilities cash flow and value If you are buying the ebook companion files can be downloaded from the digital downloads section of <http://www.financialmodels.com> [Web-based Instruction](#) Susan Sharpless Smith,2006 Since publication of the first edition of Web Based Instruction many significant advances in Web based instruction have occurred New technologies and tools have emerged different ways of accessing the Internet are available and virtual reference trends are redefining some library users idea of the library and information literacy skills are

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Bunzel,2008-03-11 Within this comprehensive visual reference succinctly captioned step by step screen shots show you how to accomplish more than 300 Office tasks You ll learn how to format text and apply styles in Word work with Excel formulas and functions add animation to PowerPoint slides create an Access database manage contacts with Outlook collaborate with OneNote and Live Meeting and create publications with Publisher A bonus CD ROM includes demo software add ins sample files and additional chapters **Microsoft Excel 2013 Inside Out** Craig Stinson,Mark Dodge,2013-04-15 You re beyond the basics so dive in and really put your spreadsheet skills to work This supremely organized reference is packed with hundreds of timesaving solutions troubleshooting tips and workarounds It s all muscle and no fluff Learn how the experts tackle Excel 2013 and challenge yourself to new levels of mastery Includes companion eBook and sample files Topics include Customizing the Excel workspace Best practices for designing and managing worksheets Creating formulas and functions Performing statistical what if and other data analysis Core to advanced charting techniques Using graphics and sparklines Managing databases and tables Automating Excel with macros and custom functions Collaborating in Excel online in the cloud and more Extending Excel

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