

CHEAT SHEET

(Or reference sheet since you're opposed to cheating. Good chap!)
Including helpful shortcuts, common symbols, and helpful tips.

Document Control

- CTRL + S Save
- CTRL+Shift+S Save as New
- CTRL + O Open
- CTRL + P Print
- CTRL + N New Document
- CTRL+MouseWheel Zoom In/Out
- ALT + F4 Close

Formatting Shortcuts

- CTRL + B Bold
- CTRL + I Italics
- CTRL + O Open
- CTRL + P Print
- CTRL+SHIFT+= Superscript
- CTRL+SHIFT+A All Caps
- CTRL+SHIFT+K Small Caps
- CTRL+] Larger Font +1pt
- CTRL+[Smaller Font -1pt
- CTRL+K Hyperlink

Text Alignment

- CTRL + E Center
- CTRL + L Left
- CTRL + R Right
- CTRL + J Justified
- CTRL + / + C Insert Cent Sign (¢)
- CTRL+SHIFT+L Insert Bullet Point

Last Stop Tips

- Click View > Add date created,
- Header/Footer > pages and more
- Insert AutoText > automatically
- Click Tools > Count total words
- Word Count
- Open word Drag images into
- side by side word
- another folder

Editing Shortcuts

- CTRL + A Select All
- CTRL + X Cut Selected
- CTRL + C Copy Selected
- CTRL + V Paste
- CTRL + Z Undo
- CTRL + Y Re-do
- CTRL + F Find
- F4 Repeat Last Action
- SHIFT+ALT+D Insert Date
- SHIFT+ALT+T Insert Time
- ESC Cancel Action
- ENTER New Paragraph
- SHIFT+ENTER New Line
- CTRL + Left Move Cursor Right
- One Word
- CTRL + Right Move Cursor Left
- One Word
- CTRL+Backspace Backspace Left
- One Word
- CTRL + DEL Delete Right
- One Word

Special Symbols

- CTRL + / + C Insert Cent (¢)
- CTRL+ALT+E Insert Euro €
- ALT+CTRL+ Minus Em dash –
- (minus on Numpad)
- CTRL+SHIFT+SPACE Unbreakable space

ASCII Codes

Hold "ALT" down and type the numbers in on the right side of the keyboard (num pad) then let go of the buttons and the character will appear

- 0169 Copyright ©
- 02222 Registered ®
- Trademark
- 0153 Trademark ™
- 130 Accute Accent é
- 164 Tilde ñ
- 171 Half ½
- 172 Quarter ¼
- 246 Division ÷

More ASCII Codes can be found here:
<http://cheatx.com/Computer/TipsasciiCodes.php>

Microsoft Office Keyboard Shortcuts Cheat Sheet

Gina Trapani



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Microsoft Office Keyboard Shortcuts Cheat Sheet Introduction

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