

# Word Keyboard Shortcuts (PC Version)

## Quick Reference Guide

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### Common

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

### Editing Text and Graphics

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

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

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

### Formatting Characters

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

\* Do not use numeric keypad

### Formatting Paragraphs

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

### GUIDE KEY

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

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

### Mail Merges (Mailings tab must be selected)

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

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# Microsoft Analysis Reference Instructions Shortcuts

**B Lingard**



## **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.
- Getting Started with Spreadsheets:** Learn how to create, save, and organize your workbooks and worksheets.
- 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 and visual aids 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

learn all of the must know areas of Microsoft Excel Data Analysis including all areas of Excel 365 Data Analysis No matter what your data analysis needs are this book will have you covered Power Query Mastery Tired of manually cleaning and transforming your messy data We'll show you how to become a master of Power Query Excel learning how to automate the entire process of data import and manipulation no matter the size or complexity of your data set Power Pivot Expertise You'll unlock the secrets of Power Pivot Excel using it to build robust data models and perform complex calculations that were not previously possible in Excel If you've heard about data modeling but have never used Power Pivot then this book will show you everything that you need to know DAX Demystified Unleash the power of Excel DAX Formulas and perform calculations that go beyond the basics You'll become an expert at writing complex calculations that allow you to perform time series analysis and other complex mathematical operations Data Visualization that Captivates Transform raw data into compelling visuals with our comprehensive guidance on Excel Data Visualization Learn to create dashboards that clearly and concisely communicate data trends and patterns and also allow the user to interact with your data Transform Your Data Transform Your Business This isn't just a theoretical guide We emphasize Excel for Business Analysis by focusing on real world examples and exercises that show you how to apply these techniques directly to your daily work Whether you're in finance marketing project management or any other field this book will give you an edge by providing useful techniques that you can use immediately Learn how to streamline your work increase your productivity and improve your overall performance Key Skills You'll Master Advanced Techniques We will focus on all aspects of Advanced Excel Analysis including using Excel in ways that you never thought possible You'll be able to perform complex tasks that require expert level skills Data Modeling You'll become an expert at Excel Data Modeling and will be able to connect multiple tables of data Data Cleaning and Transformation You'll master Excel Data Cleaning using the tools that Excel has to offer ensuring that you have clean reliable data Data Reporting Learn the best ways to format data and how to provide a summary using the tools Excel provides for Excel Data Reporting Data Automation Transform your manual tasks into fully automated workflows using the powerful functions of Excel and by implementing Excel Data Automation Workflow Data Analytics Combine all of your skills to become a power user of Data Analytics Excel You'll learn the best practices to use data to drive business decisions Complex Calculations Unleash the power of DAX and learn how to implement a wide range of complex formulas Pivot Tables Unlock the power of Excel Pivot Tables to quickly create customized tables to summarize large datasets Targeted for Every Excel User This book is designed to be useful for everyone from the Excel novice to the experienced data professional You will learn the essentials of data analysis as well as more advanced techniques that can help you take your skills to the next level Whether you want to streamline your reporting process make better business decisions or simply improve your overall Excel skillset this book will help you achieve your goals If you are working in Excel for Financial Analysis you will find the real world applications in this book to be incredibly useful If you are looking for ways to use Advanced Data Analysis Techniques

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

**SAP Business Intelligence Quick Start Guide** Vinay Singh,2019-02-27 Designing and deploying solutions using the SAP BusinessObjects Business Intelligence platform 4 2 Key FeaturesGet up and running with the SAP BusinessObjects Business Intelligence platformPerform effective data analysis and visualization for actionable insightsEnhance your BI strategy by creating different types of reports and dashboards using SAP BusinessObjectsBook Description The SAP BusinessObjects Business Intelligence platform is a powerful reporting and analysis tool This book is the ideal introduction to the SAP BusinessObjects Business Intelligence platform introducing you to its data visualization visual analytics reporting and dashboarding capabilities The book starts with an overview of the BI platform and various data sources for reporting Then we move on to looking at data visualization analysis reporting and analytics using BusinessObjects Business Intelligence tools You will learn about the features associated with reporting scheduling and distribution and learn how to deploy the platform Toward the end you will learn about the strategies and factors that should be considered during deployment By the end you will be confident working with the SAP BusinessObjects Business Intelligence platform to deliver better insights for more effective decision making What you will learnWork with various tools to create interactive data visualization and analysis Query report and analyze with SAP Business Objects Web IntelligenceCreate a report in SAP Crystal Reports for EnterpriseVisualize and manipulate data using an SAP Lumira StoryboardDeep dive into the workings of the SAP predictive analytics toolDeploy and configure SAP BO Intelligence platform 4 2Who this book is for This book is for Business Intelligence professionals and existing SAP ecosystem users who want to perform effective Business Intelligence using SAP BusinessObjects

**Microsoft Access Data Analysis** Michael Alexander,2007-04-10 Go beyond Excel r with Access s more powerful analysis capabilities Get better visibility into your data with custom views Scale up your data pool without limitation Master the four fundamentals of data analysis Discover shortcuts with the helpful Input Mask Wizard Integrate your data with the web and enterprise data sources Avoid the common pitfalls of data crunching Harness VBA to improve data analysis Leverage information from the field with real world scenarios Companion web site See examples from this book firsthand in our companion web site at [www.wiley.com/go/accessdataanalysis](http://www.wiley.com/go/accessdataanalysis) The site also includes templates and tools to get you started

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**MCSE Training Guide** Jason Sirockman,1998 Solid objective based content prepares readers to take the MCSE Windows NT Server Enterprise exam The CD ROM features an exam simulation program so they can practice the test

*MOS 2010 Study Guide for Microsoft Word Expert, Excel Expert, Access, and SharePoint Exams* Geoff Evelyn,John Pierce,2011-08-12 Demonstrate your expertise with Microsoft Office Designed to help you practice and prepare for four Microsoft Office Specialist MOS exams this all in one study guide features Full objective by objective exam coverage Easy to follow procedures and illustrations to review essential skills Hands on practice tasks to apply what you ve learned Includes downloadable practice files Use the in depth exam prep practice and review to help advance your proficiency with Microsoft Office and earn the credential that proves it

*Cloud Storage Forensics* Darren Quick,Ben Martini,Raymond Choo,2013-11-16 To reduce the risk of digital forensic evidence being called into question in judicial proceedings it is important to have a rigorous methodology and set of procedures for conducting digital forensic investigations and examinations Digital forensic investigation in the cloud computing environment however is in infancy due to the comparatively recent prevalence of cloud computing Cloud Storage Forensics presents the first evidence based cloud forensic framework Using three popular cloud storage services and one private cloud storage service as case studies the authors show you how their framework can be used to undertake research into the data remnants on both cloud storage servers and client devices when a user undertakes a variety of methods to store upload and access data in the cloud By determining the data remnants on client devices you gain a better understanding of the types of terrestrial artifacts that are likely to remain at the Identification stage of an investigation Once it is determined that a cloud storage service account has potential evidence of relevance to an investigation you can communicate this to legal liaison points within service providers to enable them to respond and secure evidence in a timely manner Learn to use the methodology and tools from the first evidenced based cloud forensic framework Case studies provide detailed tools for analysis of cloud storage devices using popular cloud storage services Includes coverage of the legal implications of cloud storage forensic investigations Discussion of the future evolution of cloud storage and its impact on digital forensics

**Microsoft Excel: Preparing Data, Analysing Data and Designing a Business Model - A Practical Guide (UUM Press)** Yurita Yakimin Abdul Talib,Rosli Mohamad,2020-01-01 Microsoft Excel Preparing Data Analysing Data and Designing a Business Model A Practical Guide will be a useful manual for readers who intend to master various functionalities offered in a spreadsheet application The module serves as a teaching material mainly for accounting program students lecturers financial analysts accountants

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



recognized as essential to students success Expanding on the popular practical how to Web guide for public academic school and special libraries technology expert Smith has thoroughly updated the discussion to include new tools and trends including browsers access methods hardware and software programs She also supplies tips to secure project funding and provides strategic information for different libraries types including K 12 public academic and corporate libraries This completely revised edition also Includes a new section on learning theory applied to Web based instruction Translates Web speak and defines the lingo with expanded glossary and acronym list Illustrates new procedures with fresh screen shots and URLs from top library Web programs Addresses the limitations and benefits of Web based instruction with clear criteria for decision making A proven winner this thoroughly updated hands on manual is a must have for owners of the first edition Librarians facing the challenge of creating a Web based project will find easy to understand guidance to create an educational and interactive Web site from start to finish **Master VISUALLY Microsoft Office 2007** Tom

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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