

# 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/Tips/ascii/codes.php>

# Microsoft Office Keyboard Shortcuts Cheat Sheet

**Faithe Wempen**



## **Microsoft Office Keyboard Shortcuts Cheat Sheet:**

**Microsoft Office 2000 Cheat Sheet** Jennifer Fulton,1999 You don't have to put your waders on to sift through mounds of text with this simple straightforward approach to Office 2000 Perfect for users who don't have much time but want to update skills

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**Sams Teach Yourself Microsoft Office Word 2003 in 24 Hours** Heidi Steele,2004 Whether new to Word 11 or upgrading from an earlier version the reader can use the step by step tutorial lessons to accomplish everyday

Word tasks Midwest      *Digital Literacy For Dummies* Faithe Wempen, 2014-10-07 Develop and implement essential computer technology with confidence Do you want to develop an understanding of technology to enhance your education career or personal life but feel inhibited by your digital literacy Fear not Written in plain English and absent of undecipherable high tech jargon *Digital Literacy For Dummies* makes it easy to get a grip on computer basics the Internet the Cloud browsing the web productivity programs and applications for school and the workplace computer security and privacy the latest in digital lifestyle topics and so much more Walks you through the basics of developing essential computer technology skills Shows you how to gain the digital literacy skills required to succeed in education at home and in the workforce Explains how the use of smartphones and digital cameras contribute to digital literacy With the introduction of 3G and 4G services in emerging countries like India worldwide Internet usage is increasing exponentially With this technological growth comes an opportunity for people of all ages and from all walks of life to learn new skills to keep them ahead of the curve Packed with easy to follow explanations and seasoned with a bit of humor and fun *Digital Literacy For Dummies* makes it easy and accessible for anyone to harness the power of technology to remain relevant in school or at work      **Shortcuts for Microsoft Office 2013, 2010 and 2007 Quick Reference Guide (Cheat Sheet of Keyboard Shortcuts- Laminated Card)** Beezix Software Services, 2014-06-20 Laminated quick reference guide specializing in keyboard shortcuts for Microsoft Office 2013 2010 and 2007 products Word Excel and PowerPoint See topics below Shortcuts for the following topics Word Text Selection Shortcuts Movement Shortcuts Special Characters Switching Views Formatting Shortcuts Deleting Words and Other Shortcuts PowerPoint Slide Show Shortcuts Media Shortcuts Rehearsing Shortcuts Outline View Shortcuts and Other Shortcuts Excel Selection Shortcuts Movement Shortcuts Formatting Shortcuts Copying Shortcuts Formula Shortcuts Print Preview Shortcuts Special Characters and Other Shortcuts Common Shortcuts for Word Excel and PowerPoint Also includes instructions for customizing the Quick Access Toolbar and the Status Bar      **Office 2021 for Macs For Dummies** Bob LeVitus, Dwight Spivey, 2022-05-10 Turn your Mac into a productivity powerhouse with Office 2021 Long gone are the days when Microsoft's powerful office suite was just for Windows users Mac enthusiasts are also able to pop open ubiquitous apps like Word Excel and PowerPoint on their preferred desktop or laptop But if you're new to Microsoft Office on the Mac or you just need a hand with some of its latest features you should check out Office 2021 For Macs For Dummies This handy guide will show you how to conquer the essentials of all the key apps that make Office 2021 such a productivity booster You'll also discover Brand new features like an improved dark mode and better accessibility capabilities How to share documents directly in a collaborative setting How Microsoft's Text Predictions work in various apps in Office 2021 Ideal for Mac lovers who can't escape the lure of Microsoft's iconic office software Office 2021 For Macs For Dummies is a can't miss resource that will help you successfully blend the reliable computing power of your Mac or MacBook with the productivity power of Microsoft Office      **Using Microsoft Office 4** Ed Bott, 1995 An easy to use guide to Microsoft Office

this book provides an overview of common features covers the basics quickly of each application and touches on integration and customization It presents the most efficient and intuitive way to accomplish tasks with the Office applications Designed for comfort ease of use and ready access     *How to Use Microsoft Office 2000* Sherry Kinkoph,1999 How to Use Microsoft Office 2000 covers all Office applications Word Excel PowerPoint Outlook Access and Internet Explorer The focus of coverage is on the core features that you need to understand on an ongoing basis The book also covers the new features such as web collaboration to give you a feel for the power of this new suite and whet your appetite to learn more     Office 2010 and 2007 Shortcuts Quick Reference Guide (Cheat Sheet of Keyboard Shortcuts- Laminated Card) Beezix, Inc Staff,2010-11-01 Laminated quick reference guide specializing in keyboard shortcuts for Microsoft Office 2010 and 2007 products Word Excel and PowerPoint This guide is suitable as a training handout or simply an easy to use reference guide for any type of user Shortcuts for the following topics Word Text Selection Shortcuts Movement Shortcuts Special Characters Switching Views Formatting Shortcuts Deleting Words and Other Shortcuts Excel Selection Shortcuts Movement Shortcuts Formatting Shortcuts Date Time Shortcuts Copying Shortcuts Formula Shortcuts Print Preview Shortcuts Special Characters and Other Shortcuts PowerPoint Slide Show Shortcuts Media Shortcuts Rehearsing Shortcuts Outline View Shortcuts and Other Shortcuts Common Shortcuts for Word Excel and PowerPoint Also includes instructions for customizing the Quick Access Toolbar and the Status Bar     **Switching to a Mac For Dummies** Arnold Reinhold,2009-08-31 Switch to a Mac with ease using this practical humorous guide Want to try life outside of Windows You ve come to the right place Users are switching from PCs to Macs in droves and now you can too with this helpful guide In a fun but practical way the book walks you through the entire process hardware and software including selecting a Mac moving files setting up security and getting the most out of all the fun stuff that makes Macs famous such as the iLife suite and more This book is fully updated for the new generation of Mac hardware and software including Mac OS X Snow Leopard the iLife suite and the latest trends and tools Explore running Windows on your Mac via Boot Camp how to switch your applications converting your business to a Mac getting online and more Plus you don t even have to give up Microsoft Office thanks to Microsoft Office for Mac so get this indispensable book and join the fun     *Using Microsoft Office for Windows 95* Ed Bott,1995 An easy to use guide to the Office suite this book provides an overview of common features covers the basics quickly of each application and touches on the integration and customization Cautions Notes and Troubleshooting Q As are liberally used throughout to help readers learn quick ways to accomplish tasks and avoid pitfalls     **PCs Cheat Sheet** Shelley O'Hara,Galen Grimes,1999 Que s Cheat Sheet Series offers the busy beginning PC user just the right amount of information to get started with his her PC Each chapter has a Basic Survival section that teaches the essentials of that chapter The author then has highlighted important content for the reader in a different color to stand out Finally the author gives the reader additional notes tips and shortcuts in the handwritten margin notes All combine to give the new PC user a quick easy way to navigate and use his her PC

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Microsoft Office 97 Programming with VBA for Dummies Karen Jaskolka, Mike Gilbert, 1997 A must have book this title shows Office 97 users how to get the most out of the HTML and ActiveX ready capabilities of the newest versions of Microsoft's most popular applications Readers will be led step by step through implementing Office 97 documents on the Web

**PC Annoyances** Steve Bass, 2005 Describes how to fix glitches found on a PC covering such topics as email Microsoft Windows the Internet Microsoft Office hardware and music and video

*Office 97 Secrets?* Steve Cummings, Robert Cowart, 1997-06-18 Office 97 secrets The Office partner you can depend on With five of the world's leading applications a treasure trove of supplementary components and a complete programming language Office 97 will meet nearly every one of your computing challenges if you can find the critical tools and techniques hidden inside the powerful software suite Team up with Office 97 secrets More than a guide to the fundamental features and functions of Office 97 this thorough hands on tutorial reference will show you hundreds of undocumented shortcuts and advanced tips that will help you make the most of Office 97 You had questions now you have secrets Uncover all the Office secrets Take complete control of Office 97's advanced customizing techniques Optimize your productivity with the Office Shortcut Bar Master Office 97's hidden file management and data exchange features Build powerful VBA macros to automate tasks Learn expert editing and formatting techniques in Word Explore advanced Excel data analysis features Publish Access databases on the Internet Manage your schedules contacts and e-mail with Outlook Create spectacular Web pages with Office 97 CD ROM Inside Try out an outstanding selection of over 30 Office 97 freeware shareware programs including Program Enhancements Office Toys a Word toolbar with a slew of useful add-on features Power Utility Pak a top notch Excel cornucopia including 30 utilities 40 custom functions and a full set of shortcut menus Check Writer an Access application that writes and prints your checks Janitor in a DLL prevents Outlook from cleaning out important messages Internet Tools Net Diary an Internet Explorer add-on that automatically keeps track of all the Web sites you visit Infocourier converts HTML files into stand-alone executable hypertext documents FTP Explorer makes browsing FTP files so much easier Dunces fixes the weaknesses in Windows dial-up networking feature System and File Compression Utilities ClipMate a must for anyone doing serious editing with Office RADFind finds any document in a flash from within Office WinUpD8R synchronizes desktop and notebook versions of your document files 4DOS boosts your command line with many wonderful features WinZip and

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