

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 ©
- 0222 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

Shelley O'Hara, Galen Grimes



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 *Microsoft Office Word Mail Merge* I.F.S. Harrison,2013-03-19 Creating Letters E mails and Mailing Labels Will Be Easy With The Mail Merge Wizard This Illustrated Guide Imagine you have letters or e mails that you need to send to many many people Most of the content is the same but you need to show recipient specific information in each letter You don't want to type multiple documents and personalize each one That would take hours You know there is a faster way than copying and pasting That is where Mail Merge comes in No longer cringe when creating correspondences Let Microsoft Office Word take care of most of the work for you and use the Mail Merge Wizard You provide the content the recipient list and let the Wizard do the rest Mailing labels and envelopes are no problem for the Mail Merge Wizard Use the Rules feature to further automate the mail merge What will you learn After reading this manual you will be able to customize form letters using merged fields and connect Word to Excel lists and Outlook to define those fields You will also learn to create your own lists You will create mass e mails and mailing labels You will also be able to customize your merged documents with Fill in fields and text that only appears on documents if that document meets certain conditions Keyboard shortcuts and a cheat sheet at the end of this manual will help you create mail merges even faster Who should purchase this manual This manual is for people whose job responsibilities include working with labels envelopes form letters and mass e mails and who want to save time and customize documents What will you need to know before starting this manual To ensure your success knowledge of basic features of Word Outlook and Excel is recommended Examples Exercises Use the hands on activities in this guide as a learning tool Keep it close by when using Word as a reference tool Exercises and examples apply to Microsoft Office Word 2007 2010 and 2013 Understand how mail merge works so you can get the results you want Scroll up and grab a copy today *Microsoft Access 2000 MOUS Cheat Sheet* Joseph W. Habraken,Doug Klippert,2000 Each chapter is designed to introduce explain and teach skills necessary to pass the certification exam for Access 2000 MOUS including interactive labs that require readers to implement skills in a hands on setting Margin notes also serve as quick reminders Complementary Web site available *Microsoft PowerPoint 2013 Introduction Quick Reference Training Tutorial Guide (Cheat Sheet of Instructions, Tips & Shortcuts)* TeachUcomp Inc.,2014-08-27 Designed with the busy professional in mind this 4 page quick reference guide provides step by step instructions in PowerPoint 2013 When you need an answer fast you will find it right at your fingertips with this Microsoft PowerPoint 2013 Quick Reference Guide Simple and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials Includes touch gestures and keyboard shortcuts *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

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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 **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 *Upgrade Your Life* Gina Trapani,2010-10-07 Whether you're a Mac or Windows user there are tricks here for you in this helpful resource You'll feast on this buffet of new shortcuts to make technology your ally instead of your adversary so you can spend more time getting things done and less time fiddling with your computer You'll learn valuable ways to upgrade your life so that you can work and live more efficiently such as empty your e-mail inbox search the Web in three keystrokes securely save Web site passwords automatically back up your files and

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Table of Contents Microsoft Office Keyboard Shortcuts Cheat Sheet

1. Understanding the eBook Microsoft Office Keyboard Shortcuts Cheat Sheet
 - The Rise of Digital Reading Microsoft Office Keyboard Shortcuts Cheat Sheet
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Office Keyboard Shortcuts Cheat Sheet
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Office Keyboard Shortcuts Cheat Sheet
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Office Keyboard Shortcuts Cheat Sheet
 - Personalized Recommendations
 - Microsoft Office Keyboard Shortcuts Cheat Sheet User Reviews and Ratings
 - Microsoft Office Keyboard Shortcuts Cheat Sheet and Bestseller Lists

5. Accessing Microsoft Office Keyboard Shortcuts Cheat Sheet Free and Paid eBooks
 - Microsoft Office Keyboard Shortcuts Cheat Sheet Public Domain eBooks
 - Microsoft Office Keyboard Shortcuts Cheat Sheet eBook Subscription Services
 - Microsoft Office Keyboard Shortcuts Cheat Sheet Budget-Friendly Options
6. Navigating Microsoft Office Keyboard Shortcuts Cheat Sheet eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Office Keyboard Shortcuts Cheat Sheet Compatibility with Devices
 - Microsoft Office Keyboard Shortcuts Cheat Sheet Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Office Keyboard Shortcuts Cheat Sheet
 - Highlighting and Note-Taking Microsoft Office Keyboard Shortcuts Cheat Sheet
 - Interactive Elements Microsoft Office Keyboard Shortcuts Cheat Sheet
8. Staying Engaged with Microsoft Office Keyboard Shortcuts Cheat Sheet
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Office Keyboard Shortcuts Cheat Sheet
9. Balancing eBooks and Physical Books Microsoft Office Keyboard Shortcuts Cheat Sheet
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Office Keyboard Shortcuts Cheat Sheet
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Office Keyboard Shortcuts Cheat Sheet
 - Setting Reading Goals Microsoft Office Keyboard Shortcuts Cheat Sheet
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Office Keyboard Shortcuts Cheat Sheet
 - Fact-Checking eBook Content of Microsoft Office Keyboard Shortcuts Cheat Sheet
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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the lion was caught in a hunter's net he couldn't get out the lion roared in anger

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