

# 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

**PT Brinkman**

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the PT Brinkman text.

## **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 are hands-on exercises to practice and apply the skills you've learned in real-world situations. Real-Life Examples show 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.

*Study Guide -Exam 77-727: Microsoft Excel 2016 Core Data Analysis, Manipulation, and Presentation skills*, The Study Guide for Exam 77-727 Microsoft Excel 2016 Core is a comprehensive resource designed to prepare candidates for the MOS Excel 2016 certification exam. This guide focuses on the core skills required to effectively use Microsoft Excel, covering a range of topics that are essential for proficiency in the software. The guide is divided into several key sections. First, it provides an overview of the exam format, including its structure, question types, and scoring criteria. It also offers helpful tips for preparation and strategies for

managing time during the exam The primary focus of the guide is on the following topics Creating and Managing Worksheets and Workbooks This section covers creating formatting and navigating worksheets and workbooks as well as customizing views and preparing them for distribution Managing Data Cells and Ranges It explains how to insert and format data apply basic formulas and organize data efficiently using tools like sorting and filtering Creating Tables The guide provides in depth instructions on creating formatting and modifying tables along with applying filters and sorting table data for better organization Working with Formulas and Functions This part emphasizes using built in Excel functions for performing calculations summarizing data and manipulating text Creating Charts and Objects This section discusses how to create and format various types of charts and graphic elements as well as inserting and formatting objects such as images and shapes The guide concludes with practical exercises and sample questions to help reinforce the skills learned ensuring candidates are well prepared for the exam

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 DESCRIPTION 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 TABLE OF CONTENTS 1 What is New in Excel 2021 2 Excel Basics 3 Transforming and Managing Data 4 Achieving Data Consistency 5

Manipulating data 6 Power of Tables 7 Introduction to Formulas and Functions 8 Text Other Functions 9 Date Functions 10 Logical and Lookup Functions 11 Array Functions 12 Formula Auditing 13 PivotTables 14 What If Analysis 15 Protection and Security 16 Conditional Formatting 17 Charting Data 18 Excel Hacks and Tips The Practical Side 19 The Way Forward

**user's guide 1; microsoft excel**, 1992      Basics of Microsoft Excel Manish Soni, 2024-11-10 As we embark on this journey together this book aims to demystify Excel's features and functionalities providing step by step instructions practical tips and real world examples to ensure that you not only understand the concepts but also learn how to apply them in your day to day tasks      IBPS RRB Guide for Officer Scale 1 Preliminary & Main Exams with Past Papers & 4 Online Practice

Sets 8th Edition Disha Experts, The updated and revised 8th edition of the book IBPS RRB Guide for Officer Scale I Preliminary Main Exams with Previous Year Solved Questions 4 Online Tests covers 6 sections asked in the RRB exam English Language Hindi Language Quantitative Aptitude Data Interpretation Reasoning Computer Knowledge and Financial Awareness The book provides the Solved Papers of 2015 2023 The book covers Revision Material on Financial Awareness The book provides 4 Online Practice Sets 2 for Preliminary 2 for the Main Exam on the latest pattern of the exam for the Mock Online experience The book provides well illustrated theory with exhaustive fully solved examples for learning In all the book provides 3300 MCQs for Practice This is followed with an exhaustive collection of solved questions in the form of Exercise The book will be useful for Scale I Scale II GBO Scale III      **Microsoft Access Data Analysis** Michael

Alexander, 2007-04-10 Go beyond Excel'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      **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 Features Get up and running with the SAP BusinessObjects Business Intelligence platform Perform effective data analysis and visualization for actionable insights Enhance your BI strategy by creating different types of reports and dashboards using SAP BusinessObjects Book 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 learn Work with various tools to create interactive data visualization and analysis Query report and analyze with SAP Business Objects Web Intelligence Create a report in SAP Crystal Reports for Enterprise Visualize and manipulate data using an SAP Lumira Storyboard Deep dive into the workings of the SAP predictive analytics tool Deploy and configure SAP BO Intelligence platform 4 2 Who 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 **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 *Study guide on Microsoft Office Specialist: Excel Associate (Office 2019) - MO-200 certification* Anand Vemula, This comprehensive study guide is designed to help candidates successfully prepare for the Microsoft Office Specialist Excel Associate Office 2019 MO 200 certification exam It provides a focused step by step learning experience covering all key objectives outlined by Microsoft Whether you re a student professional or Excel enthusiast this guide offers the tools needed to master Excel s essential features and functions Inside readers will gain practical knowledge of Excel 2019 including working with worksheets and workbooks creating and managing tables performing data analysis using formulas and functions and visualizing data with charts The book emphasizes real world application offering clear explanations hands on examples and practical tips to reinforce each concept It also includes best practices for navigating the Excel interface applying formatting techniques managing data ranges and automating tasks To ensure exam readiness the guide includes 250 multiple choice questions with detailed answers and explanations These questions simulate the exam format and test your understanding of key concepts and problem solving strategies This study guide is ideal for anyone seeking to earn the MO 200 certification or build foundational Excel skills for work and academic success By the end of this book you ll have the confidence to not only pass the exam but also apply Excel skills effectively in real world scenarios Whether you re learning Excel for the first time or brushing up for the certification this guide is your essential resource for mastering Excel 2019 *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 Computer Vision APIs Distilled* Alessandro Del Sole,2017-12-01 Dive headfirst into Microsoft's Computer Vision APIs through sample driven scenarios Imagine an app that describes to the visually impaired the objects around them or reads the Sunday paper a favorite magazine or a street sign Or an app that is capable of monitoring what is happening inside an area without human control and then makes a decision based on interpreting an occurrence detected with a live camera This book teaches developers Microsoft's Computer Vision APIs a service capable of understanding and interpreting the content of any image Author Del Sole begins by providing a succinct need to know overview of the service with descriptions You then learn from hands on demonstrations that show how basic C code examples can be re used across platforms From there you will be guided through two different kinds of applications that interact with the service in two different ways the more common means of calling a REST service to get back JSON data and via the NET libraries that Microsoft has been building to simplify the job this latter one with Xamarin What You'll Learn Understand AI's role and how devices and applications use sophisticated algorithms to improve people's lives and business tasks Analyze images for Optical Character Recognition to detect written words and sentences Think about the next generation applications in relation to your customers needs Get up to speed on the latest version of the Computer Vision service which now comes through Azure Set up an Azure subscription in order to access the Cognitive Services within the portal After reading this book you will be able to get started with AI services from Microsoft in order to begin building powerful new apps for your company or customers Who This Book Is For Developers just getting familiar with artificial intelligence A minimal knowledge of C is required      Success Master IBPS CRP-XI Bank Clerk Mains Exam 2021 Arihant Experts,2021-09-14 1 The book is designed to prepare for the IBPS Clerk Main Examination 2 The guide is divided into 6 sections 3 More than 5500 MCQs are given for the revision of the concepts 4 Current Affairs have been provided in the different section 5 Solved Papers 2020 2016 are provided with detailed answers for better understanding The Institute of Banking Personnel Selection IBPS is an autonomous body that recruits clerical cadre in multiple banks across the country IBPS has recently announced 5 830 clerical cadre posts that are to be recruited for the year 2021 22 Success Master IBPS CRP XI Bank Clerk is a revised edition that is designed for the preparation of the IBPS Clerk main examination Giving the complete coverage to the syllabus this study guide is categorized under 6 segments Numerical Ability Reasoning Ability English Language Computer Knowledge Banking Knowledge and Current Affairs Along with Chapterwise theories more than 5500 MCQs are given for quick practice of the concepts Last but not least this book is comprised with Solved Papers 2020 2016 giving insights to the exam pattern Well detailed answers given to help students in clarifying all their doubts and exam related fears TOC IBPS Bank Clerk Pre Exam 2020 2016 Numerical Ability Reasoning Ability English Language Computer Knowledge Banking Knowledge Current Affairs      Show Me Microsoft Office Excel 2003 Steve Johnson,2003 Microsoft Office Excel 2003 provides powerful new tools with which to create analyze and share

spreadsheet information Excel 2003 takes advantage of the latest technologies such as XML and Microsoft SharePoint to extend desktop productivity and workspace collaboration over an intranet or the Internet This book covers these changes as well as smart tags which are far more flexible in Excel 2003 and several statistical functions that have been improved to make data analysis easier Show Me s visual format highlights these usability features for new or upgrading users especially those upgrading from Office 97 or Office 2000 Though Excel 2003 has the fewest changes of all the Office applications new and upgrading users will need a resource to quickly get them working with the software This book s succinct yet complete coverage does just that Additional features of this book include a Troubleshooting Guide to help solve common problems and a Project Guide with a listing of real world projects by feature as well as a MOS Exam Guide with a complete listing of MOS objectives and page numbers to locate the objectives This feature gives the series a definite advantage over competing visual titles

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 User's Guide** ,1994

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 **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



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## **Microsoft Analysis Reference Instructions Shortcuts Introduction**

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