



Word 2013 keyboard shortcuts

Alt+H	Open the Home tab
Alt+N	Open the Insert tab
Alt+C	Open the Mathematics tab
Alt+D	Open the Design tab
Alt+L	Open the Developer tab
Alt+P	Open the Page Layout tab
Alt+S	Open the Reference tab
Alt+M	Open the Merge tab
Alt+R	Open the Review tab
Alt+W	Open the View tab
Alt+1	Activate first button in Quick Access Toolbar
Alt+2	Activate second button in Quick Access Toolbar
Alt+3	Activate third button in Quick Access Toolbar
Alt+F9	Switch between field codes and results
Alt+Ctrl+.	Insert an ellipsis
Alt+Ctrl+1	Apply Heading 1 style
Alt+Ctrl+2	Apply Heading 2 style
Alt+Ctrl+3	Apply Heading 3 style
Alt+Ctrl+C	Insert © symbol
Alt+Ctrl+M	Insert a comment
Alt+Ctrl+R	Insert ® symbol
Alt+Ctrl+T	Insert ™ symbol
Ctrl+Backspace	Delete word to the left

Ctrl+Delete	Delete word to the right
Ctrl+End	Move to end of document
Ctrl+Enter	Insert a page break
Ctrl+Home	Move to start of document
Ctrl+B	Boldface content
Ctrl+C	Copy selected text/object
Ctrl+F	Open Navigation pane to find content
Ctrl+G	Open Go To dialog box
Ctrl+H	Open Find and Replace dialog box
Ctrl+I	Italicize content
Ctrl+N	Create a new document
Ctrl+O	Open a document
Ctrl+P	Print a document
Ctrl+S	Save a document
Ctrl+T	Create a hanging indent
Ctrl+U	Underline content
Ctrl+X	Cut selected text/object
Ctrl+Y	Redo or repeat an action
Ctrl+Z	Undo the last action
Ctrl+Shift+*	Display non-printing characters
Ctrl+Shift+Space	Insert non-breaking space
Shift+Enter	Insert line break

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Microsoft 2013 Shortcuts Guide

Michael Price

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the author's name.

Microsoft 2013 Shortcuts Guide:

The Complete Idiot's Guide to Microsoft Office XP Joe Kraynak, 2001 Demonstrates Microsoft Office's component applications while explaining how to create documents spreadsheets databases graphics business presentations send and receive e mail track contacts and schedule appointments 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 *The Shortcut Guide to Storage Considerations for Microsoft SharePoint* Don Jones, 2011-12 *Microsoft Office Professional 2013 Step by Step* Beth Melton, Mark Dodge, Echo Swinford, Andrew Couch, 2013-05-15 The smart way to learn Microsoft Office Professional 2013 one step at a time Experience learning made easy and quickly teach yourself how to get more done with Microsoft Word PowerPoint Excel Outlook OneNote Access and Publisher With Step by Step you set the pace building and practicing the skills you need just when you need them Determine the best Office tool for specific tasks Use Office efficiently on touch enabled devices Create attractive documents publications and presentations Manage your e mail calendar meetings and communications Put your business data to work with Excel and Access Organize and share your notes and ideas with OneNote **The Ultimate Tutorial to Productivity with Microsoft Office: A Beginner's Guide to Mastering Microsoft Office 97 for Windows 95** Pasquale De Marco, 2025-03-17 Embark on a transformative journey to unlock your full potential with Microsoft Office 97 the productivity suite that revolutionized the way we work This comprehensive guide *The Ultimate Tutorial to Productivity with Microsoft Office A Beginner's Guide to Mastering Microsoft Office 97 for Windows 95* is your key to mastering this powerful software empowering you to achieve remarkable results Step into the world of Microsoft Office 97 and discover its intuitive interface tailored to enhance your productivity Customize your workspace explore file management techniques and embrace the collaborative features that seamlessly connect you with colleagues and teams Delve into the depths of Microsoft Word the word processing titan and unleash your creativity Master text creation and editing employing styles and formatting to add visual flair to your documents Seamlessly insert images tables and charts to enrich your content and collaborate effortlessly with others sharing documents with ease Explore the realm of Microsoft Excel the spreadsheet maestro and unlock the power of data analysis Navigate the Excel interface with confidence comprehending cell structure and utilizing formulas to perform intricate calculations Create informative charts and graphs to visualize data organize and manage information effectively and automate tasks with macros propelling your productivity to new heights Journey into the realm of presentations with Microsoft PowerPoint the presentation powerhouse Design engaging and dynamic slides mastering slide layouts and themes

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discussed followed by growth of the actual PowerPoint program

Absolute Beginner's Guide to Microsoft Office Access 2003 Mike Gunderloy, Susan Sales Harkins, 2003 Provides an overview of the features and functions of the program discussing such topics as building queries importing and exporting data creating reports securing a database and distributing an Access application

Microsoft Powerpoint 2013 Essentials (Speedy Study Guides) Speedy Publishing, 2014-06-18 Microsoft PowerPoint 2013 Essentials is an explicit bit of training materials for use with the revamped version of PowerPoint 2013 The information is extensive and handy for someone that has knowledge of the previous version and wants to become very familiar in a short amount of time with the new interface A perfect candidate for this product would be someone that uses PowerPoint presentations for business matters daily A Chart would be instrumental as a quick reference point that illustrates the locations of the previous functions in correlation with the new interface

Ultimate Learning Guide to Microsoft Office Project 2007 Dale A. Howard, Gary Chefetz, 2007 Designed for professionals seeking a complete learning experience and reference manual for managing projects using the Microsoft Office Project 2007 desktop application this book can teach them how to use the software effectively

The Complete Idiot's Guide to Microsoft Office 97 Joe Kraynak, 1998 You re a smart person who wants to stay ahead in the corporate world You know that using Office 97 is what you need to do but that could mean struggling through piles of technical manuals Push aside those overweight books The Complete Idiot s Guide to Microsoft R Office 97 Second Edition feeds you a low fat diet of Office 97 that s easy to swallow and easy to digest Its lighthearted approach is perfect for new and experienced users who need to quickly take advantage of the best that Office 97 has to offer So bypass fat heavy books Learning to be productive and efficient in Office will be a breeze

Study Guide for the Microsoft Office Specialist: Excel Associate (Microsoft 365 Apps) - Exam MO-211 Anand Vemula, The Study Guide for the Microsoft Office Specialist Excel Associate Microsoft 365 Apps Exam MO 211 is a comprehensive resource tailored for candidates preparing to earn their Microsoft Office Specialist MOS certification in Excel This guide covers every domain outlined in the MO 211 exam objectives offering in depth explanations and practical examples to enhance understanding and application of Excel s core functionalities The book begins by walking users through the basics of managing worksheets and workbooks including customizing views and setting workbook properties It then delves into managing data cells and ranges highlighting techniques for formatting organizing and analyzing data using conditional formatting and named ranges A significant portion is dedicated to working with Excel tables teaching users how to create format and manipulate tables using structured references as well as filter and sort data efficiently Formulas and functions are thoroughly explored from basic arithmetic operations to logical functions like IF AND OR and lookup functions including VLOOKUP and XLOOKUP Special emphasis is placed on mastering cell referencing relative absolute and mixed The guide also explains how to create and modify a variety of charts and sparklines for data visualization and how to leverage Excel s built in productivity tools templates and add ins to boost efficiency Accessibility and

collaboration tools are also included to align with modern workplace standards With detailed content practice questions and expert tips this study guide ensures candidates are well prepared to pass the MO 211 exam and confidently demonstrate their Excel skills in a professional setting

Office 2013 in easy steps Michael Price,2013-06-30 Office 2013 in easy steps guides you through Microsoft s latest version of Office so you ll soon master its new features This new release works with touch stylus mouse or keyboard across Windows devices including tablets Sign in with your Microsoft ID and use the software across different platforms Office 2013 in easy steps majors on Office Professional which includes seven products Access Excel OneNote Outlook PowerPoint Publisher and Word It also introduces four other Office applications InfoPath Lync Project and Visio There is also some coverage of stand alone products SharePoint and MapPoint SkyDrive Pro 2013 Office 365 and the Web Apps Aimed at both new and experienced users Office 2013 in easy steps covers the essential functions of Office in easy steps

The Unofficial Guide to Microsoft Office Word 2007 David J. Clark,2007-02-12 An overview of the latest version of the word processing application describes the new features and capabilities of Word 2007 and furnishes guidance and tips on how to work with data to set up complicated macros integrating graphics and tables and working with collaboration tools

Office 2013 For Dummies Wallace Wang,2013-02-13 Office 2013 For Dummies is the key to your brand new Office Packed with straightforward friendly instruction this update to one of the bestselling Office books of all time gets you thoroughly up to speed and helps you learn how to take full advantage of the new features in Office 2013 After coverage of the fundamentals you ll discover how to spice up your Word documents edit Excel spreadsheets and create formulas add pizzazz to your PowerPoint presentation and much more Helps you harness the power of all five Office 2013 applications Word Excel PowerPoint Outlook and Access Discusses typing and formatting text in Word and easy ways to dress up your documents with color graphics and more Demonstrates navigating and editing an Excel spreadsheet creating formulas and charting and analyzing Excel data Walks you through creating a PowerPoint presentation and adding some punch with color sound pictures and videos Explores Outlook including configuring e mail storing contacts organizing tasks scheduling your time and setting appointments Delves into designing Access databases including editing modifying searching sorting and querying also covers viewing and printing reports and more The fun and friendly approach of Office 2013 For Dummies makes doing Office work easy and efficient

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This book delves into Microsoft 2013 Shortcuts Guide. Microsoft 2013 Shortcuts Guide is a crucial topic that must be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Microsoft 2013 Shortcuts Guide, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
 - Chapter 1: Introduction to Microsoft 2013 Shortcuts Guide
 - Chapter 2: Essential Elements of Microsoft 2013 Shortcuts Guide
 - Chapter 3: Microsoft 2013 Shortcuts Guide in Everyday Life
 - Chapter 4: Microsoft 2013 Shortcuts Guide in Specific Contexts
 - Chapter 5: Conclusion
 2. In chapter 1, the author will provide an overview of Microsoft 2013 Shortcuts Guide. This chapter will explore what Microsoft 2013 Shortcuts Guide is, why Microsoft 2013 Shortcuts Guide is vital, and how to effectively learn about Microsoft 2013 Shortcuts Guide.
 3. In chapter 2, the author will delve into the foundational concepts of Microsoft 2013 Shortcuts Guide. The second chapter will elucidate the essential principles that need to be understood to grasp Microsoft 2013 Shortcuts Guide in its entirety.
 4. In chapter 3, the author will examine the practical applications of Microsoft 2013 Shortcuts Guide in daily life. This chapter will showcase real-world examples of how Microsoft 2013 Shortcuts Guide can be effectively utilized in everyday scenarios.
 5. In chapter 4, this book will scrutinize the relevance of Microsoft 2013 Shortcuts Guide in specific contexts. The fourth chapter will explore how Microsoft 2013 Shortcuts Guide is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, the author will draw a conclusion about Microsoft 2013 Shortcuts Guide. The final chapter will summarize the key points that have been discussed throughout the book.
- This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Microsoft 2013 Shortcuts Guide.

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