

<u>Command</u>	<u>Word</u>	<u>Excel</u>	<u>Outlook</u>
Turn Key Tips On/Off	Alt or F10	Alt or F10	
Toggle Between Open Programs	Alt+Tab	Alt+Tab	
All Caps	Ctrl+Shift+A		
Caps Small	Shift+K		
Apply List Bullet	Ctrl+Shift+L		
Bold (add/remove)	Ctrl+B	Ctrl+B	
Borders		Ctrl+Shift+7	
Borders (remove)		Ctrl+Shift+-	
Center Paragraph	Ctrl+E		Ctrl+E
Close/Exit Document	Ctrl+F4	Ctrl+F4	
Close/Exit Program	Alt+F4	Alt+F4	Alt+F4
Copy	Ctrl+C	Ctrl+C	
Cut	Ctrl+X	Ctrl+X	
Delete Back Word	Ctrl+Space		
Delete Word	Ctrl+Del		
Desktop (return to)	Win+D	Win+D	
Document (beginning of)	Ctrl+Home	Ctrl+Home	
Document (end of)	Ctrl+End	Ctrl+End	
Edit Cell		F2	
Find	Ctrl+F	Ctrl+F	Ctrl+F
Fill Down		Highlight Cell, then Ctrl+D	
Fill Right		Highlight Cell, then Ctrl+R	
Font	Ctrl+D		
Font (grow size)	Ctrl+]]		
Font (decrease size)	Ctrl+[[
Footnote	Alt+Ctrl+F		
General Number Format		Ctrl+Shift+~	
Format Cell		Ctrl+1	
Format Currency (\$0.00)		Ctrl+Shift+\$	
Format Percentage (%)		Ctrl+Shift+%	
Format Date (d/m/y)		Ctrl+Shift+#	
Format Time (hr/min/am/pm)		Ctrl+Shift+@	
Hanging Indent	Ctrl+T		
Hanging Indent Reduced	Ctrl+Shift+T		
Help	F1	F12	
Highlight Selection	F8	F8	
Highlight Words/Cells	F8 x2	F8+Arrow Key	
Indent	Ctrl+M		
Indent Reduced	Ctrl+Shift+M		
Insert Worksheet		Alt+Shift+F1	
Italics (add/remove)	Ctrl+I	Ctrl+I	
Justify	Ctrl+J		
<u>Command</u>	<u>Word</u>	<u>Excel</u>	<u>Outlook</u>
Line (beginning of)	Home		
Line (end of)	End		
Mark Table of Contents	Alt+Shift+O		
Maximize Window	Alt+spacebar+X	Alt+spacebar+X	
Minimize Window	Alt+spacebar+N	Alt+spacebar+N	

Maximize All Open Programs	Win+Shift+M	Win+Shift+M	
Minimize All Open Programs	Win+M	Win+M	
Move Text	F2		
Move to Next Worksheet		Ctrl+Page Down	
Move to Previous Worksheet		Ctrl+Page Up	
New Blank Document	Ctrl+N	Ctrl+N	Ctrl+N
New Worksheet		Shift+F11	
Normal	Atl+Ctrl+N		
Open	Ctrl+O	Ctrl+O	Ctrl+O
Outline	Atl+Ctrl+O		
Page Break	Ctrl+Return		
Paragraph Down	Ctrl+Down		
Paragraph Up	Ctrl+Up		
Paragraph Left	Ctrl+L		
Paragraph Right	Ctrl+R		
Paste	Ctrl+V	Ctrl+V	
Print	Ctrl+P	Ctrl+P	Ctrl+P
Print Preview	Ctrl+F2	Ctrl+F2	
Ribbon (Hide/Display)	Ctrl+F1	Ctrl+F1	
Save	Ctrl+S	Ctrl+S	Ctrl+S
Save As	F12	F12	F12
Select All	Ctrl+A	Ctrl+A	Ctrl+A
Spelling/Proofing	F7	F7	F7
Start	Win	Win	
Strikethrough		Ctrl+5	
Subscript	Ctrl+=		
Superscript	Ctrl+Shift+=		
Thesaurus	Shift+F7	Shift+F7	
Toggle Ribbon	Ctrl+F1	Ctrl+F1	
Underline (add/remove)	Ctrl+U	Ctrl+U	
Underline (Double) (add/remove)	Ctrl+Shift+D		
Undo	Ctrl+Z	Ctrl+Z	Ctrl+Z
Windows Explorer	Win+E	Win+E	
Word Count	Ctrl+Shift+G		
Word Left	Ctrl+Left Arrow		
Word Right	Ctrl+Right Arrow		
¼	Alt+0188	Alt+0188	
½	Alt+0189	Alt+0189	
¾	Alt+0190	Alt+0190	

Outlook	
Basic Navigation	
Switch to Mail	Ctrl+1
Switch to Calendar	Ctrl+2
Switch to Contacts	Ctrl+3
Switch to Tasks	Ctrl+4
Switch to Notes	Ctrl+5
Folder List in Navigation Pane	Ctrl+6
Email	
Switch to Inbox	Ctrl+shift+I
Switch to Outbox	Ctrl+shift+O
New Message from any outlook view	Ctrl+shift+M
Open Received Message	Enter
Open Address Book	Ctrl+shift+B
Go to previous message	Up Arrow
Go to next message	Down Arrow
Check for New Messages	F9
Reply to Message	Ctrl+shift+R
Forward a Message	Ctrl+F
Send a Message	Alt+S
Calendar	
New Appt. from any outlook view	Ctrl+shift+A
New meeting request	Ctrl+shift+Q
Forward appointment or meeting	Ctrl+F
Reply to meeting with message	Ctrl+R
Reply all to meeting with message	Ctrl+shift+R
Show 10 days in calendar	Alt+0
Show 1 day	Alt+1
Show 21 days	Alt+2
Show 3,4,5.....days	Alt+3,4,5.....9
Go to Date	Ctrl+G
Switch to Month View	Alt+=
Next Day	Ctrl+right arrow
Next Week	Alt+Down arrow
Next Month	Alt+Page down
Previous Day	Alt+Left arrow
Previous Week	Alt+Up arrow
Previous Month	Alt+Page up
Start of Week	Alt+Home
End of Week	Alt+End
Previous Appointment	Ctrl+comma
Next Appointment	Ctrl+period
Set up recurrence for appointment	Ctrl+G