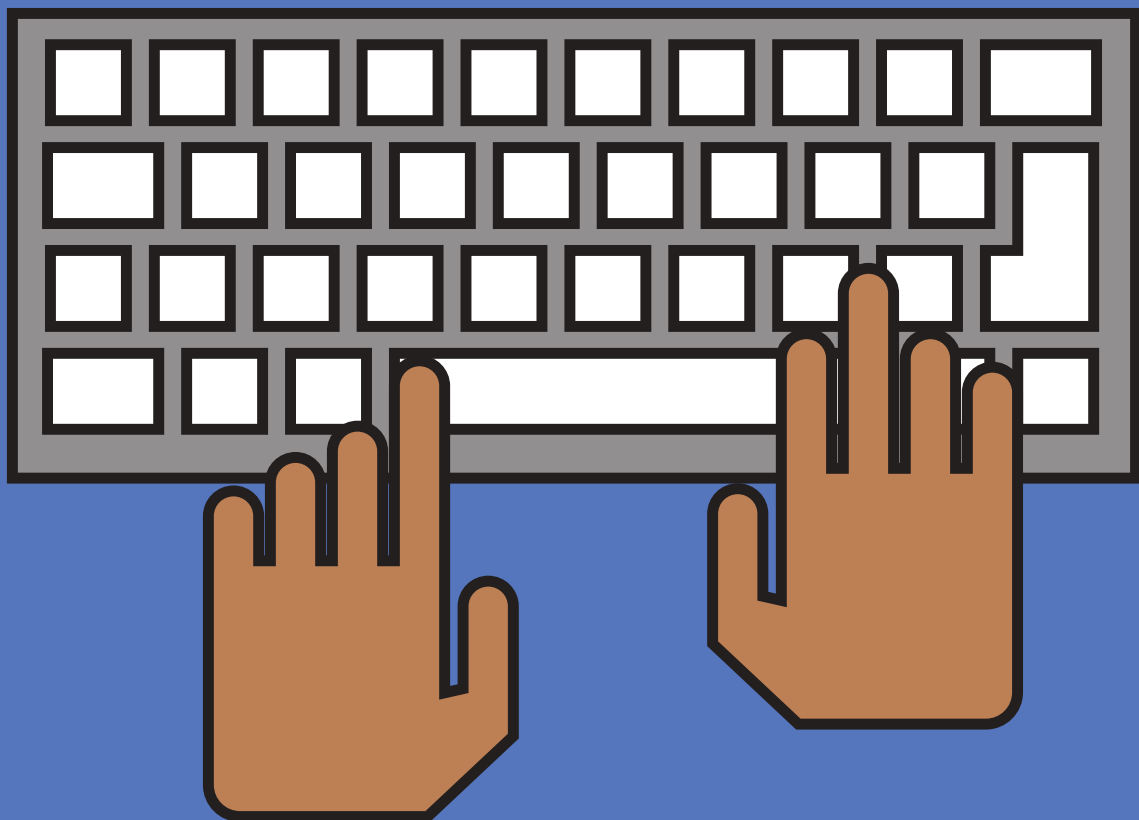




Tip Card: 15 Essential Keyboard Shortcuts

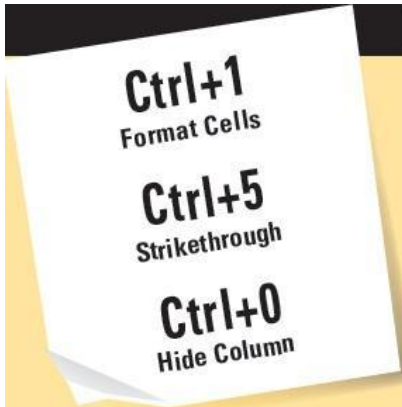


Tip Card: 15 Essential Keyboard Shortcuts

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Keyboard Shortcuts: Excel



Pop open the Format Cells dialog box with all the familiar tabs, like Number, Alignment and Border by using Ctrl+1. This shortcut works on a cell or a single selected word within a cell.

Change the font to Strikethrough with the Ctrl+5 shortcut. This also works on a cell or a single selected word within a cell.

Hide a column without selecting it by hitting Ctrl+0. No need to mouse and click to hide a whole column in a work sheet with this keyboard shortcut.

Keyboard Shortcuts: Outlook



Go to another folder on your long detailed folder list by clicking Ctrl+Y. Use the arrow keys to expand folders that have subfolders.

Reveal the Search Tools contextual tab and place your cursor into the Search box with F3. Press Alt to reveal the shortcut keys in the Search tab.

Use the space bar for scrollbar-free scrolling down a long message in the Reading Pane. Use Tab and Shift+Tab to move back and forth between the panes.

Keyboard Shortcuts: PowerPoint



A – Pointer in the way? Press A to make it disappear and A to bring it back again.

H – Change your mind about a hidden slide? Press H to display the hidden slide next in the deck.

E – Use the Pen or Highlighter marker option to draw on slides? Type E to erase the ink.

Keyboard Shortcuts: Word



Pop in today's date anywhere in your document using Alt+Shift+D. This works like a date stamp. Whatever date is on your computer, that's the date this shortcut will insert.

Put in some formatting you don't like? Click in the middle of the word and use Ctrl+Spacebar to clear it. *Note:* This will not clear highlighting, but it works

on shading.

Need to get to Paste Special? Clicking Ctrl+Alt+V is the easiest way to do it.

Keyboard Shortcuts: OneNote



Open a new OneNote window to see more than one notebook at a time by using Ctrl+M.

Add a new page to the section you're working on by tapping Ctrl+N.

Send a page via email and include attached files as email attachments with the Ctrl+Shift+E shortcut.