Microsoft® Office

IME SAVERS A to Z

A complete list of Windows keyboard shortcuts associated with the letters of the alphabet.







Microsoft® Excel

Microsoft® Word



Microsoft® PowerPoint



Microsoft® Outlook









Bold Text





Copy Text





Duplicate Slide





Center Align Text















Go To





Replace





Italicized Text















Insert Hyperlink

















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TIME SAVERS A

A complete list of Windows keyboard shortcuts associated with the letters of the alphabet.

Insert a New Slide





Create New Document









Open Existing Document









Print Document









Quit Application

EO



 \mathbf{R} ight Align Text









Save Document













Format Font



Underline Text











Paste Text







Close Document Window













Cut Text







Redo Action

















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