



Mouse Techniques

Highlight a range - click at the top left of a range, hold down the [shift] key and click at the bottom right. This avoids the runaway mouse.

Drag and Drop - to copy a cell entry, click on the cell, hold down the [ctrl] key, move the mouse slightly touching the cell border (cursor will change to an arrow head with a plus sign), hold left-click on the mouse then move to desired location.

Scroll key - to zoom in / out screen, hold down the [ctrl] key then scroll up / down.

Split it! - to create both horizontal and vertical splits (i.e. quadrant) in a worksheet, move mouse on the upper-right hand corner of the sheet (slightly above the arrow button of the scroll bar) then drag the small gray bar down. For vertical split, move mouse on the lower-right hand corner and drag the small vertical bar to the left.

Keyboard Shortcuts

Moving around

Shortcut	Action/Function
[ctrl] [home]	go to cell A1
[home]	go to column A
[ctrl] [end]	go to the bottom right hand cell in the worksheet
[ctrl] [Pg Dn]	go to next worksheet
[ctrl] [Pg Up]	go to previous worksheet

Selecting/Highlighting

Shortcut	Action/Function
[shift] [spacebar]	select entire row
[ctrl] [spacebar]	select entire column
[ctrl] [shift] [Pg Dn]	select and group worksheets to the right
[ctrl] [shift] [Pg Up]	select and group worksheets to the left

Inserting

Shortcut	Action/Function
[ctrl] [;]	insert current date
[ctrl] [shift] [;]	insert current time
[alt] [enter]	insert a line break when editing a cell [F2]. This overrides Excel's default way of treating content in a cell.
[ctrl] [+] or [-] on the number pad	show insert / delete (i.e. cell, row, column) dialog box.

HOT Keys

- [ctrl] [w] - close current workbook
- [alt] [F4] - exit Excel
- [F2] - edit cell without going to the formula/comment bar
- [F7] - perform spellcheck
- [F11] - create a chart
- [F12] - Save As

Mouse Techniques

To place the cursor anywhere in the document, simply double-click on the desired location.

To increase/decrease screen size, hold down the [ctrl] key then scroll up/down.

To create a split screen, move your mouse to the upper-right hand corner of the document window and drag down the small gray bar located above the up arrow of the scroll bar. To remove the split, double-click the split-screen bar.

Selection

- Select a word, double-click
- Select a entire paragraph, triple-click.
- Move a selected word/paragraph, hold left-click then drag to desired location.

Keyboard Shortcuts

Working with Text & Paragraphs

Shortcut	Action/Function
[ctrl] [D]	display the Format/Font dialog box
[ctrl] [shift] [F]	quick access to the font style box to change the style of the selected text
[ctrl] [shift] [< or >]	decrease/increase font size of selected text
[ctrl] [K]	insert a hyperlink to the selected text

Shortcut Action/Function

[ctrl] [shift] [A]	format a selected text/s or paragraph as all caps. [K] for small caps
[ctrl] [L] or, [ctrl] [R] or, [ctrl] [E]	align the selected paragraph to left or right or center
[ctrl] [M]	indent the selected paragraph to the left
[ctrl] [enter]	insert a page break
[ctrl] [1]	single spacing
[ctrl] [2]	double spacing
[ctrl] [5]	1.5 spacing

Previewing/Printing

Shortcut	Action/Function
[ctrl] [alt] [I]	toggle in and out of Print Preview
[ctrl] [home] or [end]	move to the first (top) or last (bottom) preview page
[ctrl] [P]	display print dialog box

HOT Keys

- [shift] [F3] - toggle case appearance of the selected text or line of text from Title Case to UPPERCASE to lowercase
- [alt] [F4] - exit Word
- [shift] [F7] - display the Thesaurus dialog box
- [F12] - Save As



Mouse Techniques

Moving Objects - to ensure that object/s being moved follow a straight line, hold down the [shift] key as you drag it to its desired location.

Duplication - to copy text, hold left-click the bounding box surrounding the text, hold down the [ctrl] key, then drag to desired location. For images and shapes, click to select it, hold down the [ctrl] key then drag.

Rotation - to rotate a text or image, having a swivel effect, hold left-click the green circle while holding down the [ctrl] key as well.

Zoom In/Out - hold down the [ctrl] key then on your mouse, scroll up/down.

Keyboard Shortcuts

Working with Presentations

Shortcut	Action/Function
[ctrl] [M]	insert a new slide
[ctrl] [D]	(in outline view) make a copy of the selected slide
[ctrl] [G]	change Grid & Guide settings
[shift] [F9] [alt] [F9]	show/hide grids show/hide guides
[ctrl] [shift] [tab]	toggle between Outline and Slide pane in normal view
[ctrl] [F1]	show/hide the task pane

Selecting/Formatting

Shortcut	Action/Function
[ctrl][right arrow]	move cursor to the end of the word
[ctrl][left arrow]	move cursor to the beginning of the word
[ctrl][shift][down arrow] [ctrl] [shift] [end]	select the entire paragraph select entire content in the bounding box
[ctrl] [T]	change character formatting
[ctrl] [+] [ctrl] [shift] [+]	apply subscript apply superscript

Running the Slideshow

Shortcut	Action/Function
F5	slideshow command
TAB	go to the first or next hyperlink
[shift] [TAB]	Go to the last or previous hyperlink
<slide number> ENTER	jump to slide <number>
Press B or period / Press W or comma	show/hide black or white screen within the slideshow
[ctrl] [P]	change arrow pointer to pen
[ctrl] [A]	change pen pointer to arrow
F1	show list of controls

Keyboard Shortcuts

Navigation

CTRL	Pane	CTRL	Pane
1	Mail	5	Notes
2	Calendar	6	Folder List
3	Contacts	7	Shortcuts
4	Tasks	8	Journal

Handling Mail

Shortcut	Action/Function
F9	send and receive all
[ctrl] [R] or [alt] [R]	reply to an email
[alt] [L]	reply to all
[alt] [W]	forward email
[alt] [S]	send email
[ctrl] [U] / [Q]	mark email unread/read
[ctrl] [shift] [G]	flag message for follow-up

Organising Calendar

Shortcut	Action/Function
[alt] [O], [Y], [R], [W], or [M]	show Today, Day, Work Week, Week, and Month
[ctrl] [shift] [A]	create a new appointment
[ctrl] [shift] [Q]	create a new meeting request

Keeping Contacts

Shortcut	Action/Function
[ctrl] [shift] [B]	access the Address Book
[ctrl] [shift] [C]	add a new contact
[ctrl] [shift] [L]	create a distribution list
F11	enable the "Find a contact" dialog box

Working on Tasks

Shortcut	Action/Function
[ctrl] [shift] [K]	create a new task
[ctrl] [shift] [U]	create a new task request

HOT Keys

- [ctrl] [shift] [F] - open Advanced Search window
- F7 - perform spellcheck
- F12 - Save As
- [alt] [F4] - exit Outlook

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