Niagara College Canada

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APPLIED DREAMS

Basics of Office 365

Just Text

Use **Ctrl + F** to search for key words

This will help you navigate the document faster.

ITS (2017)

Table of Contents

How to Use Microsoft Office Word 2016

A brief overview of where things are in Word.

For more information: https://support.office.com/en-us/article/Word-training-7bcd85e6-2c3d-4c3c-a2a5-5ed8847eae73

File
-   Info, New, Open, Save, Save as, Save as adobe, Print, Share, Close, Account, Options

Home
Clipboard
-   Copy and paste icons
-   Format painter:
    Highlight desired text click Format painter then highlight the text you want changed

Font
-   Select your Font type and size
-   Increase or decrease font size while its highlighted
-   change casing while text is highlighted (UPPERCASE, lowercase, TOGGLE cASE, sentence casing, Capitalize Each Word
-   Clear all formatting
-   **BOLD**, *Italic*, Underlined, ~~Strikethrough~~
-   Insert $_{lower}$ and ^{upper}

Paragraphs
-   Bullets, numbers, cascading
-   Align text left, right Center, straight across
-   Decrease, increase indent, order A-Z, show paragraph marks
-   Line paragraph spacing, shading behind text, show/hide borders on charts

Styles
-   Various styles of headings and quick font options

-   ## Heading 1

-   ### Heading 2

-   ### Heading 3

-   Etc.

Editing
-   Find (find, advanced find, go to)
-   Replace (find and replace)
-   Select(select all, select objects, select text with similar formatting, selection Pane)

Insert

Pages
- Cover Page
- Blank Page
- Page break (You can also Press CTRL + ENTER)

Tables
- Insert, draw, Excel, Quick Tables(calendar formats)

Illustrations
- Pictures (from the computer)
- Online Pictures (searches with Bing)
- Shapes (arrows, lines, boxes, circles etc.)
- Smart Art (colorful information diagrams)
- Chart (inserts a chart of your choice, pops up with a spot to fill the data)
- Screenshot (available windows, screen clippings)

Add-ins
- Store (where to buy and download Office Add-ins)
- My Add-ins(Where you view your add-ins)
- Wikipedia(office Add-in to check your facts and search as well as highlight information and add it easily)

Media
- Online Video (Bing, YouTube, embedded code)

Links
- Hyperlink (link one of your files through this)
- Bookmark (create a bookmark by adding Hyperlinks that will jump there for you)
- Cross Reference (Reference other documents or within a document)

Comments
- Comments
- (inserts a comment that is displayed to the left)

Header & Footer
- Header
- Footer
- Page Number

Text
- Text box
- Quick Parts
    - Auto Text puts in commonly used words
    - Document Property puts in Author, Company Etc.
    - Field (inserts a field such as Author, Company Etc.)
- WordArt (inserts fancy text)
- Drop Cap
  (Formats the first letter of the Sentence to a Large Picture, wither indented or on the left)
- Signature Line
- Date & Time (Gives you options for inserting the date and time
- Object (insert older Word documents and PDF files

Symbols
- Insert various equation and symbols
- Equation
- Symbol

Flash
- Embed Flash
- Embeds Flash videos

Design
Themes
- Inserts themes which cover the whole document

Document Formatting
- Title and text themes,
- Colors (selects a color pallet for your work)
- Fonts (changes the font for the whole document, allows you to preview it as well)
- Paragraph Spacing(changes spacing for the whole document)
- Effects(changes the effect of Objects in the document, making them stand out)
- Set as Default(sets the Design factors you have changed to affect all documents moving forward)

Page Background
- Watermark (insert a watermark to help prevent people from stealing your work)
- Page Color (fil the background with a color, use fill effects to change the shading)
- Page Borders (design a border for the document)

Layout
Page Setup
- Margins (adjust the space from the edge for printing)
- Orientation (landscape or portrait)
- Columns (makes columns in the page without inserting tables)

- Breaks (insert line breaks)
- Line Numbers(insert line numbers automatically, many styles available)
- Hyphenation(turn on automatic hyphenation, or turn them off)

Paragraph
- Paragraph indents and spacing
- Indent(left, right)
- Spacing(before, after)

Arrange
- Position(where you want your picture to sit)
- Wrap text (Have it in line, on top of text, behind text etc.)
- Bring forward
- Send backward
- Selection Pane
- Align
- Group
- Rotate

References

Table of Contents
- Table of contents (using the heading styles will help with this, just select the style you want and update it accordingly. You can also do a custom table of contents)
- Add text (Add the current heading into a table)
- Update Table(updates the table can choose just numbers or whole table)

Footnotes
- Insert Footnote[1] (You see the number(s) at the top and the notes at the bottom of the page)
- Insert Endnote[i] (you will see the roman numerical at the top and it will send you to the bottom of the document for its notes, rather than end of the page)
- Next Footnote (allows you to jump between footnotes and end notes easily)
- Show Notes (moves the page to where the Footnotes are located or back to the reference number)

Citations & Bibliography
- Insert Citation (Wikihow, N/A)(←puts a reference marker)
- Manage Sources (Brings up Source Menu, manage your references)
- Style (choose reference style APA, MLA, etc.)
- Bibliography (inserts a bibliography

Captions

           - Insert caption(Put a label on selected image)

Figure 1 this is a Caption

---

[1] This is a Footnote

- Insert table of figures(Puts in a list of the figures shown below)

- Update Table(updates the Table of Figures)
- Cross-reference (allows you to quickly reference other parts of the document to display the page number for the field in question)

Index
- Mark Entry (makes the entry for Cross Referencing)
- Insert index(Puts in an index of the Cross References)
- Update Index(Updates the Index)

Table of Authorities
- Mark Citation (tell the readers certain materials came from another source)
- Insert Table of Authorities
- Update table

Mailings

Create
- Envelopes (allows you to Print directly onto envelopes with certain printers, just set it up according to your needs)
- Labels (allows you to print off multiple labels at the same time on the same page)

Start Mail Merge
- Start Mail Merge (allows you to create a template for sending various documents letters, envelopes etc.)
- Select Recipients (type a new list, Choose from contacts, choose from outlook contacts)
- Edit Recipient List (find duplicates, add/remove contacts)

Write and insert Fields
- Highlight Merge Fields (this will highlight all of the insert fields)
- Address Block (Inserts the addresses from the)
- Greeting Line (inserts the dear (NAME) for you)
- Insert Merge Field (various options to Choose from)
- Rules (set up various rules for the inserted fields)
- Match Fields (set up the meaning of the different fields)
- Update Labels (updates the information in the different fields)

Preview Results
- Preview Results (Instead of showing <<field Name>> it will show the data which will be on the printed copy)
- Find Recipients (Search for specific people from the list of recipients of this document)
- Check for Errors (Checks it for any errors, as you go along, or after in a different document)

Finish

- Finish & Merge
  (Edit, Print or Send Email Messages)

Acrobat

- Merge to Adobe PDF
  (Sends it as a PDF Attachment to the specified recipients)

Review

Proofing

- Spelling & Grammar(checks for errors, recommends corrections)
- Thesaurus (shows recommendations for similar words, you can also sign into the dictionary for definitions)
- Word Count Shows (The word count, pages, characters etc. You can also look at the bottom left of your document)

Insights

- Smart Lookup
  (Provides definitions and web search through Bing, good for a quick reference)

Language

- Translate (translate the whole document, selected text, or mini translator)
- Language (set proofing language and preferences)

Comments

- New comment (inserts a comment_
- Delete (removes a comment)
- Previous (Skip to the previous comment)
- Next (skip to the next comment)
- Show Comments (shows the comments to the left of the screen)

Tracking

- Track Changes (displays changes from other authors in real time)
- Markup (simple, all markups, no markups. How it displays)
- Show Markup (view certain peoples changes and how its displayed)
- Reviewing Pane (displays comments together

Changes

- Accept (accept the changes made by others, therefore saving it with changes)
- Reject (reject the changes, reverts to the format before they changed it)
- Previous and Next (skip to previous and next changes to be accepted or rejected)

Compare

- Compare
  (Compare 2 or more documents to view the differences)

Protect
- Block Authors

  (Prevent authors from making changes)
- Restrict editing (Restricts what they are able to change according to preferences)

OneNote
- Linked Notes

  (Use it to keep notes in OneNote, when you go through OneNote you can open the document)

View
Views
- Read mode(like a book)
- Print Layout (how it looks printing it out)
- Web Layout (how It looks online)

Show
- Ruler (used for tab stops, and lining things up)
- Gridlines (helps you line things up)
- Navigation Pane (search the document, navigate pages, use the headings)

Zoom
- Zoom (gives you many options)
- 100% (zooms in or out to 100%)
- One Page (displays only one page)
- Multiple Pages (zooms out to show 3 or 4 pages across the screen)
- Page Width (zooms to the pages width)

Window
- New Window (opens a second copy of the document in a window)
- Arrange All (stack windows to view all of them)
- Split(view 2 parts at the same time)
- View Side by Side (puts 2 open windows next to each other)
- Synchronize Scrolling (scroll the 2 side by side documents at the same time)
- Reset window Position (good for documents that you are comparing to make sure they scroll at the same time)
- Switch Windows (use it to switch between open windows easily)

Macros
- Macros

  (Can view and record macros)

  A Macro is used to run a set of commands. This is useful for forms for a quick erase

Make a Heading that can be used in a table of contents.

1. Type your document
2. Highlight the Title
3. Press Heading1, Heading2 etc.
   - It is in the Styles option in the Home Tab
   - Highlighted below
   - Remember Heading 2 will make it a sub heading
   - Remember Heading 3 will also make it a sub heading
   - Check "How to Make a Table of Contents" to see how it displays

How to Make a Table of Contents

1. Start by making your headings and subheadings
2. Then Click the References Tab
3. Click Table of Contents
   - Select desired format from the dropdown
4. Displayed below.
   - Use the Update Table… to update the information contained in the Table of Contents

How to Add References (Creating a Bibliography)

1. Find where you want to make your reference
2. Click the References Tab
- Make sure it is in the Style you need (APA, MLA etc.)
3. Click insert Citation
4. Click Add New Source
5. Fill in the appropriate fields
- Change the source to the appropriate medium (Journal, website, picture etc.)
- Click the Show All Bibliography fields for a more detailed reference
6. It will now appear
   - similar to what is displayed below

How to Insert a Bibliography (Table of References)

1. Make sure you have all of your references added
   - Similar to the below image
2. Click the References tab
3. Click Bibliography
4. From the drop down Pick a layout
5. It will appear where ever you have last clicked on the document
   - Similar to below depending on style and information put into it
   - Use the Update Citations and Bibliography to make sure everything is up to date

How to Insert a Cover Page

1. Click the insert Tab
2. Click the Cover Page
3. Select the design you want
   - Fill in the appropriate fields

Keyboard shortcuts for Microsoft Word 2016 for Windows

This article shows all keyboard shortcuts for Microsoft Word 2016.

Notes:

- If a shortcut requires two or more keys at the same time, the keys are separated by a plus sign (+). If you have to press one key immediately after another, the keys are separated by a comma (,).

- The shortcuts in this article refer to the U.S. keyboard layout. Keys for other layouts might not correspond exactly to the keys on a U.S. keyboard.

Frequently used shortcuts

This table shows the most frequently used shortcuts in Microsoft Word.

To do this	Press
Go to "Tell me what you want to do"	Alt+Q
Open	Ctrl+O
Save	Ctrl+S
Close	Ctrl+W
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Select all	Ctrl+A
Bold	Ctrl+B
Italic	Ctrl+I
Underline	Ctrl+U
Decrease font size 1 point	Ctrl+[
Increase font size 1 point	Ctrl+]
Center text	Ctrl+E
Left align text	Ctrl+L
Right align text	Ctrl+R
Cancel	Esc
Undo	Ctrl+Z
Re-do	Ctrl+Y
Zoom	Alt+W, Q, then tab in Zoom dialog box to the value you want.

Navigate the ribbon with only the keyboard

The ribbon is the strip at the top of Word, organized by tabs. Each tab displays a different ribbon. Ribbons are made up of groups, and each group includes one or more commands. Every command in Word can be accessed by using shortcut.

Note: Add-ins and other programs may add new tabs to the ribbon and may provide access keys for those tabs.

Access Keys for ribbon tabs

There are two ways to navigate the tabs in the ribbon:

- To go to the ribbon, press Alt, and then, to move between tabs, use the Right Arrow and Left Arrow keys.

- To go directly to a specific tab on the ribbon, use one of the following access keys:

To do this	Press
To use Backstage view, open the File page.	Alt+F
To use themes, colors, and effects, such as page borders, open the Design tab.	Alt+G
To use common formatting commands, paragraph styles, or to use the Find tool. open Home tab.	Alt+H
To manage Mail Merge tasks, or to work with envelopes and labels, open Mailings tab .	Alt+M
To insert tables, pictures and shapes, headers, or text boxes, open Insert tab.	Alt+N
To work with page margins, page orientation, indentation, and spacing, open Layout tab.	Alt+P
To type a search term for Help content, open "Tell me" box on ribbon.	Alt+Q, then enter the search term
To use Spell Check, set proofing languages, or to track and review changes to your document, open the Review tab.	Alt+R
To add a table of contents, footnotes, or a table of citations, open the References tab.	Alt+S
To choose a document view or mode, such as Read Mode or Outline view, open the View tab. You can also set Zoom magnification and manage multiple windows of documents.	Alt+W

Use commands on a ribbon with the keyboard

- To move to the list of ribbon tabs, press Alt; to go directly to a tab, press a keyboard shortcut.

- To move into the ribbon, press the Down Arrow key. (JAWS refers to this action as a move to the lower ribbon.)

- To move between commands, press the Tab key or Shift+Tab.

- To move in the group that's currently selected, press the Down Arrow key.

- To move between groups on a ribbon, press Ctrl+Right Arrow or Ctrl+Left Arrow.

Controls on the ribbon are activated in different ways, depending upon the type of control:

- If the selected command is a button, to activate it, press Spacebar or Enter.

- If the selected command is a split button (that is, a button that opens a menu of additional options), to activate it, press Alt+Down Arrow. Tab through the options. To select the current option, press Spacebar or Enter.

- If the selected command is a list (such as the Font list), to open the list, press the Down Arrow key. Then, to move between items, use the Up Arrow or Down Arrow key.

- If the selected command is a gallery, to select the command, press Spacebar or Enter. Then, tab through the items.

Tip: In galleries with more than one row of items, the Tab key moves from the beginning to the end of the current row and, when it reaches the end of the row, it moves to the beginning of the next one. Pressing the Right Arrow key at the end of the current row moves back to the beginning of the current row.

Use access keys when you can see the KeyTips
To use access keys:

1. Press Alt.

2. Press the letter shown in the square KeyTip that appears over the ribbon command that you want to use.

Depending on which letter you press, you may be shown additional KeyTips, which are small images of a letter next to a command button on the tab that you picked. For example, if you press Alt+F, the Office Backstage opens on the Info page which has a different set of KeyTips. If you then press Alt again, KeyTips for navigating on this page appear.

Change the keyboard focus by using the keyboard without using the mouse
The following table lists some ways to move the keyboard focus when using only the keyboard.

To do this	Press
Select the active tab of the ribbon and activate the access keys.	Alt or F10. Use access keys or arrow keys to move to a different tab.
Move the focus to commands on the ribbon.	Tab or Shift+Tab
Move the focus to each command on the ribbon, forward or backward, respectively.	Tab or Shift+Tab
Move down, up, left, or right, respectively, among the items on the ribbon.	Down Arrow, Up Arrow, Left Arrow, or Right Arrow
Expand or collapse the ribbon.	Ctrl+F1
Display the shortcut menu for a selected item.	Shift+F10
Move the focus to a different pane of the window, such as the Format Picture pane, the Grammar pane, or the Selection pane .	F6
Activate a selected command or control on the ribbon.	Spacebar or Enter
Open a selected menu or gallery on the ribbon.	Spacebar or Enter

Finish modifying a value in a control on the ribbon, and move focus back to the document.	Enter

Keyboard shortcut reference for Microsoft Word

Create and edit documents

Create, view, and save documents

To do this	Press
Create a new document.	Ctrl+N
Open a document.	Ctrl+O
Close a document.	Ctrl+W
Split the document window.	Alt+Ctrl+S
Remove the document window split.	Alt+Shift+C or Alt+Ctrl+S
Save a document.	Ctrl+S

Work with web content and hyperlinks

To do this	Press
Insert a hyperlink.	Ctrl+K
Go back one page.	Alt+Left Arrow
Go forward one page.	Alt+Right Arrow
Refresh.	F9

Print and preview documents

To do this	Press
Print a document.	Ctrl+P
Switch to print preview.	Alt+Ctrl+I
Move around the preview page when zoomed in.	Arrow keys
Move by one preview page when zoomed out.	Page Up or Page Down
Move to the first preview page when zoomed out.	Ctrl+Home
Move to the last preview page when zoomed out.	Ctrl+End

Check spelling and review changes in a document

To do this	Press
Insert a comment (in the Revision task pane).	Alt+R, C
Turn change tracking on or off.	Ctrl+Shift+E
Close the Reviewing Pane if it is open.	Alt+Shift+C
Select Review tab on ribbon.	Alt+R, then Down Arrow to move to commands on this tab.
Select Spelling & Grammar	Alt+R, S

Find, replace, and go to specific items in the document

To do this	Press
Open the search box in the Navigation task pane.	Ctrl+F
Replace text, specific formatting, and special items.	Ctrl+H
Go to a page, bookmark, footnote, table, comment, graphic, or other location.	Ctrl+G

Switch between the last four places that you have edited.	Alt+Ctrl+Z

Move around in a document using the keyboard

To move	Press
One character to the left	Left Arrow
One character to the right	Right Arrow
One word to the left	Ctrl+Left Arrow
One word to the right	Ctrl+Right Arrow
One paragraph up	Ctrl+Up Arrow
One paragraph down	Ctrl+Down Arrow
One cell to the left (in a table)	Shift+Tab
One cell to the right (in a table)	Tab
Up one line	Up Arrow
Down one line	Down Arrow
To the end of a line	End
To the beginning of a line	Home
To the top of the window	Alt+Ctrl+Page Up
To the end of the window	Alt+Ctrl+Page Down
Up one screen (scrolling)	Page Up
Down one screen (scrolling)	Page Down
To the top of the next page	Ctrl+Page Down
To the top of the previous page	Ctrl+Page Up
To the end of a document	Ctrl+End
To the beginning of a document	Ctrl+Home
To a previous revision	Shift+F5
After opening a document, to the location you were working in when the document was last closed	Shift+F5

Insert or mark Table of Contents, footnotes, and citations

To do this	Press
Mark a table of contents entry.	Alt+Shift+O
Mark a table of authorities entry (citation).	Alt+Shift+I
Mark an index entry.	Alt+Shift+X
Insert a footnote.	Alt+Ctrl+F
Insert an endnote.	Alt+Ctrl+D
Go to next footnote (in Word 2016).	Alt+Shift+>
Go to previous footnote (in Word 2016).	Alt+Shift+<
Go to "Tell me what you want to do" and Smart Lookup (in Word 2016).	Alt+Q

Work with documents in different views

Word offers several different views of a document. Each view makes it easier to do certain tasks. For example, Read Mode enables you to present two pages of the document side by side, and to use an arrow navigation to move to the next page.

Switch to another view of the document

To do this	Press
Switch to Read Mode view	Alt+W, F
Switch to Print Layout view.	Alt+Ctrl+P
Switch to Outline view.	Alt+Ctrl+O
Switch to Draft view.	Alt+Ctrl+N

Work with headings in Outline view

These shortcuts only apply if a document is in Outline view.

To do this	Press
Promote a paragraph.	Alt+Shift+Left Arrow
Demote a paragraph.	Alt+Shift+Right Arrow
Demote to body text.	Ctrl+Shift+N
Move selected paragraphs up.	Alt+Shift+Up Arrow
Move selected paragraphs down.	Alt+Shift+Down Arrow
Expand text under a heading.	Alt+Shift+Plus Sign
Collapse text under a heading.	Alt+Shift+Minus Sign
Expand or collapse all text or headings.	Alt+Shift+A
Hide or display character formatting.	The slash (/) key on the numeric keypad
Show the first line of text or all text.	Alt+Shift+L
Show all headings with the Heading 1 style.	Alt+Shift+1
Show all headings up to Heading n.	Alt+Shift+n
Insert a tab character.	Ctrl+Tab

Navigate in Read Mode view

To do this	Press
Go to beginning of document.	Home
Go to end of document.	End
Go to page n.	n (n is the page number you want to go to), Enter
Exit Read mode.	Esc

Edit and move text and graphics

Select text and graphics

- Select text by holding down Shift and using the arrow keys to move the cursor

Extend a selection

To do this	Press
Turn extend mode on.	F8
Select the nearest character.	F8, and then press Left Arrow or Right Arrow
Increase the size of a selection.	F8 (press once to select a word, twice to select a sentence, and so on)
Reduce the size of a selection.	Shift+F8
Turn extend mode off.	Esc
Extend a selection one character to the right.	Shift+Right Arrow
Extend a selection one character to the left.	Shift+Left Arrow
Extend a selection to the end of a word.	Ctrl+Shift+Right Arrow
Extend a selection to the beginning of a word.	Ctrl+Shift+Left Arrow

Extend a selection to the end of a line.	Shift+End
Extend a selection to the beginning of a line.	Shift+Home
Extend a selection one line down.	Shift+Down Arrow
Extend a selection one line up.	Shift+Up Arrow
Extend a selection to the end of a paragraph.	Ctrl+Shift+Down Arrow
Extend a selection to the beginning of a paragraph.	Ctrl+Shift+Up Arrow
Extend a selection one screen down.	Shift+Page Down
Extend a selection one screen up.	Shift+Page Up
Extend a selection to the beginning of a document.	Ctrl+Shift+Home
Extend a selection to the end of a document.	Ctrl+Shift+End
Extend a selection to the end of a window.	Alt+Ctrl+Shift+Page Down
Extend a selection to include the entire document.	Ctrl+A
Select a vertical block of text.	Ctrl+Shift+F8, and then use the arrow keys; press Esc to cancel selection mode
Extend a selection to a specific location in a document.	F8+arrow keys; press Esc to cancel selection mode

Delete text and graphics

To do this	Press
Delete one character to the left.	Backspace
Delete one word to the left.	Ctrl+Backspace
Delete one character to the right.	Delete
Delete one word to the right.	Ctrl+Delete
Cut selected text to the Office Clipboard.	Ctrl+X
Undo the last action.	Ctrl+Z
Cut to the Spike. (Spike is a feature that allows you to collect groups of text from different locations and paste them in another location).	Ctrl+F3

Copy and move text and graphics

To do this	Press
Open the Office Clipboard	Press Alt+H to move to the Home tab, and then press F,O.
Copy selected text or graphics to the Office Clipboard.	Ctrl+C
Cut selected text or graphics to the Office Clipboard.	Ctrl+X
Paste the most recent addition or pasted item from the Office Clipboard.	Ctrl+V
Move text or graphics once.	F2 (then move the cursor and press Enter)
Copy text or graphics once.	Shift+F2 (then move the cursor and press Enter)
When text or an object is selected, open the Create New Building Block dialog box.	Alt+F3

When the building block — for example, a SmartArt graphic — is selected, display the shortcut menu that is associated with it.	Shift+F10
Cut to the Spike.	Ctrl+F3
Paste the Spike contents.	Ctrl+Shift+F3
Copy the header or footer used in the previous section of the document.	Alt+Shift+R

Edit and navigate tables

Select text and graphics in a table

To do this	Press
Select the next cell's contents.	Tab
Select the preceding cell's contents.	Shift+Tab
Extend a selection to adjacent cells.	Hold down Shift and press an arrow key repeatedly
Select a column.	Use the arrow keys to move to the column's top or bottom cell, and then do one of the following:
Press Shift+Alt+Page Down to select the column from top to bottom.	Press Shift+Alt+Page Up to select the column from bottom to top.
Select an entire row	Use arrow keys to move to end of the row, either the first cell (leftmost) in the row or to the last cell (rightmost) in the row.
From the first cell in the row, press Shift+Alt+End to select the row from left to right.	From the last cell in the row, press Shift+Alt+Home to select the row from right to left.
Extend a selection (or block).	Ctrl+Shift+F8, and then use the arrow keys; press Esc to cancel selection mode
Select an entire table.	Alt+5 on the numeric keypad (with Num Lock off)

Move around in a table

To move	Press
To the next cell in a row	Tab
To the previous cell in a row	Shift+Tab
To the first cell in a row	Alt+Home
To the last cell in a row	Alt+End
To the first cell in a column	Alt+Page Up
To the last cell in a column	Alt+Page Down
To the previous row	Up Arrow
To the next row	Down Arrow
Row up	Alt+Shift+Up Arrow
Row down	Alt+Shift+Down Arrow

Insert paragraphs and tab characters in a table

To insert	Press
New paragraphs in a cell	Enter
Tab characters in a cell	Ctrl+Tab

Format characters and paragraphs

Format characters

To do this	Press
Open the Font dialog box to change the formatting of characters.	Ctrl+D
Change the case of letters.	Shift+F3
Format all letters as capitals.	Ctrl+Shift+A
Apply bold formatting.	Ctrl+B
Apply an underline.	Ctrl+U
Underline words but not spaces.	Ctrl+Shift+W
Double-underline text.	Ctrl+Shift+D
Apply hidden text formatting.	Ctrl+Shift+H
Apply italic formatting.	Ctrl+I
Format letters as small capitals.	Ctrl+Shift+K
Apply subscript formatting (automatic spacing).	Ctrl+Equal Sign
Apply superscript formatting (automatic spacing).	Ctrl+Shift+Plus Sign
Remove manual character formatting.	Ctrl+Spacebar
Change the selection to the Symbol font.	Ctrl+Shift+Q

Change or re-size the font

To do this	Press
Open the Font dialog box to change the font.	Ctrl+Shift+F
Increase the font size.	Ctrl+Shift+>
Decrease the font size.	Ctrl+Shift+<
Increase the font size by 1 point.	Ctrl+]
Decrease the font size by 1 point.	Ctrl+[

Copy formatting

To do this	Press
Copy formatting from text.	Ctrl+Shift+C
Apply copied formatting to text.	Ctrl+Shift+V

Change paragraph alignment

To do this	Press
Switch a paragraph between centered and left-aligned.	Ctrl+E
Switch a paragraph between justified and left-aligned.	Ctrl+J
Switch a paragraph between right-aligned and left-aligned.	Ctrl+R
Left align a paragraph.	Ctrl+L
Indent a paragraph from the left.	Ctrl+M
Remove a paragraph indent from the left.	Ctrl+Shift+M
Create a hanging indent.	Ctrl+T
Reduce a hanging indent.	Ctrl+Shift+T
Remove paragraph formatting.	Ctrl+Q

Copy and review text formats

To do this	Press
Display nonprinting characters.	Ctrl+Shift+* (asterisk on numeric keypad does not work)
Review text formatting.	Shift+F1 (then click the text with the formatting you want to review)
Copy formats.	Ctrl+Shift+C
Paste formats.	Ctrl+Shift+V

Set line spacing

To do this	Press
Single-space lines.	Ctrl+1
Double-space lines.	Ctrl+2
Set 1.5-line spacing.	Ctrl+5
Add or remove one line space preceding a paragraph.	Ctrl+0 (zero)

Apply Styles to paragraphs

To do this	Press
Open Apply Styles task pane.	Ctrl+Shift+S
Open Styles task pane.	Alt+Ctrl+Shift+S
Start AutoFormat.	Alt+Ctrl+K
Apply the Normal style.	Ctrl+Shift+N
Apply the Heading 1 style.	Alt+Ctrl+1
Apply the Heading 2 style.	Alt+Ctrl+2
Apply the Heading 3 style.	Alt+Ctrl+3

To close the Styles task pane

1. If the Styles task pane is not selected, press F6 to select it.

2. Press Ctrl+Spacebar.

3. Use the arrow keys to select Close, and then press Enter.

Insert special characters

To insert this	Press
A field	Ctrl+F9
A line break	Shift+Enter
A page break	Ctrl+Enter
A column break	Ctrl+Shift+Enter
An em dash	Alt+Ctrl+Minus Sign (on the numeric keypad)
An en dash	Ctrl+Minus Sign (on the numeric keypad)
An optional hyphen	Ctrl+Hyphen
A nonbreaking hyphen	Ctrl+Shift+Hyphen
A nonbreaking space	Ctrl+Shift+Spacebar
The copyright symbol	Alt+Ctrl+C
The registered trademark symbol	Alt+Ctrl+R
The trademark symbol	Alt+Ctrl+T
An ellipsis	Alt+Ctrl+Period

A single opening quotation mark	Ctrl+`(single quotation mark), `(single quotation mark)
A single closing quotation mark	Ctrl+' (single quotation mark), ' (single quotation mark)
Double opening quotation marks	Ctrl+` (single quotation mark), Shift+' (single quotation mark)
Double closing quotation marks	Ctrl+' (single quotation mark), Shift+' (single quotation mark)
An AutoText entry	Enter (after you type the first few characters of the AutoText entry name and when the ScreenTip appears)

Insert characters by using character codes

To do this	Press
Insert the Unicode character for the specified Unicode (hexadecimal) character code. For example, to insert the euro currency symbol (€), type 20AC, and then hold down Alt and press X.	The character code, Alt+X
Find out the Unicode character code for the selected character	Alt+X
Insert the ANSI character for the specified ANSI (decimal) character code. For example, to insert the euro currency symbol, hold down Alt and press 0128 on the numeric keypad.	Alt+the character code (on the numeric keypad)

How to Use Microsoft Office Excel 2016

Below lists most of the features and where to look. Brief overview of what does what.

For more information please check: https://support.office.com/en-us/article/Excel-training-9bc05390-e94c-46af-a5b3-d7c22f6990bb

Home

Clipboard

- Copy and paste icons
- Format painter:
  Highlight desired text click Format painter then highlight the text you want changed

Font

- Select your Font type and size
- Increase or decrease font size while its highlighted
- change casing while text is highlighted (UPPERCASE, lowercase, TOGGLE cASE, sentence casing, Capitalize Each Word
- Clear all formatting
- **BOLD**, *Italic*, Underlined, ~~Strikethrough~~
- Insert $_{lower}$ and ^{upper} casing

Alignment
- Top, middle, bottom of the cells text alignment within the cell
- Left, middle and right text alignment within the cell
- Font direction (angles, up down etc.)
- Changing the indent left or right
- Wrap text (it will cover multiple cells so you can view it)
- Merge and center (merge, unmerge etc.)

Number
- Number formats available (general, number, accounting etc.)
- Insert money signs in the cells($dollar, €euro, etc.), change to %Percent and 0.0Decimal
- Increase, decrease decimal position

Styles
- Conditional Formatting
  - Highlight < than, > than, between etc.
  - Highlight top 10, bottom 10 etc.
  - Highlight bar with data (50% would highlight half the cell etc.)
  - Color according to data
  - Insert Icons into the cells
  - Create new rule
  - Clear rules
  - Manage rules
- Format as Table
  - Style as a table(highlight desired data and select this)
- Cell Styles
  - Offers color schemes, data highlighting etc.

Cells
- Insert
  - Cells, Rows, Columns
- Delete
  - Cells, Rows, Columns
- Format
  - Cells size, Visibility, Organize sheets, Protect sheets (password protect data)

Editing
- AutoSum (sum, average, count etc.)
- Fill (down, right, left right etc.)
- Clear (clear all, clear formats, clear contents etc.)
- Sort and Filter (A-Z, Z-A, Custom etc.)
- Find and select (Find, replace, formulas comments etc.)

Insert

Tables
- Pivot Table

- Recommended Pivot Table
- Table

Illustrations
- Pictures
- Online Pictures
- Shapes
- Smart art Graphic
- Screenshot

Add-ins
- Store
- Bing
- My Add-ins
- Transform cold Data to Cool pictures

Charts
1. Recommend Charts
2. Column, hierarchy, waterfall or stock chart
3. Line, statistic, combo
4. Pie, scatter, surface/radar
5. Pivot charts

Tours
6. 3D Map

Sparkline's
7. Represents a single line of data
   a. Line, Column, Win/Loss

Filters
8. Slicer
9. Timeline

Links
10. Hyperlink

Text
11. Textbox
12. Header and footer
13. Word art
14. Signature line
15. Object

Symbols
16. Equation
17. Symbol

Page Layout

Themes

18. Themes
19. Colors
20. Fonts
21. Effects

Page Setup

22. Margins
23. Orientation
24. Size
25. Print Area
26. Breaks
27. Background (image)
28. Print Titles

Scale to fit

29. Width
30. Height
31. Scale

Sheet options

- Gridlines
- Headings

Arrange

- Bring forward, send backward, selection Pane, Align, Group, Rotate
-

Formulas

Insert Function

- Quick link to insert Function

Function Library

- Grouped for selecting a certain function

Defined names

Formula Auditing

Calculation

Data
Get External data
Get & Transform
Connections
Sort & Filter
Data Tools
Forecast
Outline

Review
Proofing
Insights
Language
Comments
Changes

View
Workbook Views
Show
Zoom
Window
Macros

Excel keyboard shortcuts and function keys

This article describes keyboard shortcuts, function keys, and some other common shortcut keys for Microsoft Excel 2016 for Windows. This includes the shortcuts that you can use to access the ribbon.

Tip To keep this reference available when you work, you may want to print this topic. To print this topic, press CTRL+P.

Notes

- These shortcuts refer to the US keyboard layout. Keys for other layouts might not correspond exactly to the keys on a US keyboard.
- If a shortcut requires pressing two or more keys at the same time, this topic separates the keys with a plus sign (+). If you have to press one key immediately after another, the keys are separated by a comma (,).

Frequently used shortcuts

This table lists the most frequently used shortcuts in Excel 2016.

To do this	Press
Close a spreadsheet	Ctrl+W
Open a spreadsheet	Ctrl+O
Go to the Home tab	Alt+H
Save a spreadsheet	Ctrl+S
Copy	Ctrl+C
Paste	Ctrl+V
Undo	Ctrl+Z
Remove cell contents	Delete key
Choose a fill color	Alt+H, H
Cut	Ctrl+X
Go to Insert tab	Alt+N
Bold	Ctrl+B
Center align cell contents	Alt+H, A, then C
Go to Page Layout tab	Alt+P
Go to Data tab	Alt+A
Go to View tab	Alt+W
Format a cell from context menu	Shift+F10, or Context key
Add borders	Alt+H, B
Delete column	Alt+H,D, then C
Go to Formula tab	Alt+M

Keyboard shortcuts to navigate the Ribbon

If you're new to the Ribbon, the information in this section can help you understand the Ribbon's keyboard shortcut model. The Ribbon comes with new shortcuts, called **Access Keys.** To see visible key tips for the access keys, just press the Alt key.

To display a tab on the Ribbon, press the Alt key plus the letter for the tab—for example, press Alt+ N for the **Insert** tab or Alt+M for the **Formulas** tab. When you display a tab this way, the Key Tip badges for that tab's buttons also appear. Then, press the key for the button you want.

- To go to the Ribbon, press Alt, and then, to move between tabs, use the Right Arrow and Left Arrow keys.
- To hide the Ribbon so you have more room to work, press Ctrl+F1. Repeat to display the Ribbon again.

Go to the access keys for the Ribbon

To go directly to a tab on the Ribbon, press one of the following access keys:

To do this	Press
Open the Tell me box on the Ribbon and type a search term for assistance or Help content.	Alt+Q, and then enter the search term.
Open the **File** page and use Backstage view.	Alt+F
Open the **Home** tab and format text and numbers and use the Find tool.	Alt+H
Open the **Insert** tab and insert PivotTables, charts, add-ins, Sparklines, pictures, shapes, headers, or text boxes.	Alt+N
Open the **Draw** tab to select a drawing tool, color and line thickness.	Alt+JI
Open the **Page Layout** tab and work with themes, page setup, scale, and alignment.	Alt+P
Open the **Formulas** tab and insert, trace, and customize functions and calculations.	Alt+M
Open the **Data** tab and connect to, sort, filter, analyze, and work with data.	Alt+A
Open the **Review** tab and check spelling, add comments, and protect sheets and workbooks.	Alt+R
Open the **View** tab and preview page breaks and layouts, show and hide gridlines and headings, set zoom magnification, manage windows and panes, and view macros.	Alt+W

Work in the Ribbon tabs and menus with the keyboard

To do this	Press
Select the active tab of the Ribbon, and activate the access keys.	Alt or F10. To move to a different tab, use access keys or the arrow keys.
Move the focus to commands on the Ribbon.	Tab or Shift+Tab

To do this	Press
Move down, up, left, or right, respectively, among the items on the Ribbon.	The Down Arrow, Up Arrow, Left Arrow, or Right Arrow key
Activate a selected button.	Spacebar or Enter
Open the list for a selected command.	The Down Arrow key
Open the menu for a selected button.	Alt+Down Arrow
When a menu or submenu is open, move to the next command.	Down Arrow key
Expand or collapse the Ribbon.	Ctrl+F1
Open a context menu.	Shift+F10 or Context key (Windows keyboard only)
Move to the submenu when a main menu is open or selected.	Left Arrow key

Reference: Keyboard shortcuts in Excel 2016

Navigate in cells: keyboard shortcuts

To do this	Press
Move to the previous cell in a worksheet or the previous option in a dialog box.	Shift+Tab
Move one cell up in a worksheet.	Up Arrow key
Move one cell down in a worksheet.	Down Arrow key
Move one cell left in a worksheet.	Left Arrow key
Move one cell right in a worksheet.	Right Arrow key
Move to the edge of the current data region in a worksheet.	Ctrl+Arrow key
Enter End mode, move to the next nonblank cell in the same column or row as the active cell, and turn off End mode. If the cells are blank, move to the last cell in the row or column.	End, Arrow key
Move to the last cell on a worksheet, to the lowest used row of the rightmost used column.	Ctrl+End
Extend the selection of cells to the last used cell on the worksheet (lower-right corner).	Ctrl+Shift+End
Move to the cell in the upper-left corner of the window when Scroll Lock is turned on.	Home+Scroll Lock
Move to the beginning of a row in a worksheet. Home Move to the beginning of a worksheet.	Ctrl+Home
Move one screen down in a worksheet.	Page Down

To do this	Press
Move to the next sheet in a workbook.	Ctrl+Page Down
Move one screen to the right in a worksheet.	Alt+Page Down
Move one screen up in a worksheet.	Page Up
Move one screen to the left in a worksheet.	Alt+Page Up
Move to the previous sheet in a workbook.	Ctrl+Page Up
Move one cell to the right in a worksheet. Or, in a protected worksheet, move between unlocked cells.	Tab

Format in cells: keyboard shortcuts

To do this	Press
Format a cell by using the Format Cells dialog box.	Ctrl+1
Format fonts in the Format Cells dialog box.	Ctrl+Shift+F or Ctrl+Shift+P
Edit the active cell and put the insertion point at the end of its contents. Or, if editing is turned off for the cell, move the insertion point into the formula bar. If editing a formula, toggle Point mode off or on so you can use arrow keys to create a reference.	F2
Add or edit a cell comment.	Shift+F2
Insert blank cells with the Insert dialog box.	Ctrl+Shift+Plus (+)
Display the Delete dialog box to delete selected cells.	Ctrl+Minus (-)
Enter the current time.	Ctrl+Shift+colon (:)
Enter the current date.	Ctrl+semi-colon (;)
Switch between displaying cell values or formulas in the worksheet.	Ctrl+grave accent (`)
Copy a formula from the cell above the active cell into the cell or the Formula Bar.	Ctrl+apostrophe (')
Move the selected cells.	Ctrl+X
Copy the selected cells.	Ctrl+C
Paste content at the insertion point, replacing any selection.	Ctrl+V
Paste content by using the Paste Special dialog box.	Ctrl+Alt+V
Italicize text or remove italic formatting.	Ctrl+I or Ctrl+3
Bold text or remove bold formatting.	Ctrl+B or Ctrl+2
Underline text or remove underline.	Ctrl+U or Ctrl+4
Apply or remove strikethrough formatting.	Ctrl+5
Switch between hiding objects, displaying objects, and displaying placeholders for objects.	Ctrl+6
Apply an outline border to the selected cells.	Ctrl+Shift+ampersand (&)

To do this	Press
Remove the outline border from the selected cells.	Ctrl+Shift+underline (_)
Display or hide the outline symbols.	Ctrl+8
Hide the selected rows.	Ctrl+9
Hide the selected columns.	Ctrl+0
Use the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.	Ctrl+D
Use the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right.	Ctrl+R
Apply the General number format.	Ctrl+Shift+tilde (~)
Apply the Currency format with two decimal places (negative numbers in parentheses).	Ctrl+Shift+dollar sign ($)
Apply the Percentage format with no decimal places.	Ctrl+Shift+percent (%)
Apply the Scientific number format with two decimal places.	Ctrl+Shift+caret (^)
Apply the Date format with the day, month, and year.	Ctrl+Shift+number sign (#)
Apply the Time format with the hour and minute, and AM or PM.	Ctrl+Shift+at sign (@)
Apply the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.	Ctrl+Shift+exclamation point (!)
Create or edit a hyperlink.	Ctrl+K
Check spelling in the active worksheet or selected range.	F7
Display the Quick Analysis options for selected cells that contain data.	Ctrl+Q
Display the Create Table dialog box.	Ctrl+L or Ctrl+T

Make selections and perform actions: keyboard shortcuts

To do this	Press
Select the entire worksheet.	Ctrl+A or Ctrl+Shift+Spacebar
Select the current and next sheet in a workbook.	Ctrl+Shift+Page Down
Select the current and previous sheet in a workbook.	Ctrl+Shift+Page Up
Extend the selection of cells by one cell.	Shift+arrow key
Extend the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, to the next nonblank cell.	Ctrl+Shift+arrow key
Turn extend mode on and use the arrow keys to extend a selection. Press again to turn off.	Turn extend mode on and use the arrow keys to extend a selection. Press again to turn off. F8

To do this	Press
Add a non-adjacent cell or range to a selection of cells by using the arrow keys.	Shift+F8
Start a new line in the same cell.	Alt+Enter
Fill the selected cell range with the current entry.	Ctrl+Enter
Complete a cell entry and select the cell above.	Shift+Enter
Select an entire column in a worksheet.	Ctrl+Spacebar
Select an entire row in a worksheet.	Shift+Spacebar
Select all objects on a worksheet when an object is selected.	Ctrl+Shift+Spacebar
Extend the selection of cells to the beginning of the worksheet.	Ctrl+Shift+Home
Select the current region if the worksheet contains data. Press a second time to select the current region and its summary rows. Press a third time to select the entire worksheet.	Ctrl+A or Ctrl+Shift+Spacebar
Select the current region around the active cell or select an entire PivotTable report.	Ctrl+Shift+asterisk (*)
Select the first command on the menu when a menu or submenu is visible.	Home
Repeat the last command or action, if possible.	Ctrl+Y
Undo the last action.	Ctrl+Z

Work with data, functions, and the formula bar: keyboard shortcuts

To do this	Press
Select an entire PivotTable report.	Ctrl+Shift+asterisk (*)
Edit the active cell and put the insertion point at the end of its contents. Or, if editing is turned off for the cell, move the insertion point into the formula bar. If editing a formula, toggle Point mode off or on so you can use arrow keys to create a reference.	F2
Expand or collapse the formula bar.	Ctrl+Shift+U
Cancel an entry in the cell or Formula Bar.	Esc
Complete an entry in the formula bar and select the cell below.	Enter
Move the cursor to the end of the text when in the formula bar.	Ctrl+End
Select all text in the formula bar from the cursor position to the end.	Ctrl+Shift+End
Calculate all worksheets in all open workbooks.	F9
Calculate the active worksheet.	Shift+F9
Calculate all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.	Ctrl+Alt+F9

To do this	Press
Check dependent formulas, and then calculate all cells in all open workbooks, including cells not marked as needing to be calculated.	Ctrl+Alt+Shift+F9
Display the menu or message for an Error Checking button.	Alt+Shift+F10
Display the Function Arguments dialog box when the insertion point is to the right of a function name in a formula.	Ctrl+A
Insert argument names and parentheses when the insertion point is to the right of a function name in a formula.	Ctrl+Shift+A
Invoke Flash Fill to automatically recognize patterns in adjacent columns and fill the current column	Ctrl+E
Cycle through all combinations of absolute and relative references in a formula if a cell reference or range is selected.	F4
Insert a function.	Shift+F3
Copy the value from the cell above the active cell into the cell or the formula bar.	Ctrl+Shift+straight quotation mark (")
Create an embedded chart of the data in the current range.	Alt+F1
Create a chart of the data in the current range in a separate Chart sheet.	F11
Define a name to use in references.	Alt+M, M, D
Paste a name from the Paste Name dialog box (if names have been defined in the workbook.	F3
Move to the first field in the next record of a data form.	Enter
Create, run, edit, or delete a macro.	Alt+F8
Open the Microsoft Visual Basic For Applications Editor.	Alt+F11

Function keys

Key	Description
F1	Displays the **Excel Help** task pane. Ctrl+F1 displays or hides the ribbon. Alt+F1 creates an embedded chart of the data in the current range. Alt+Shift+F1 inserts a new worksheet.
F2	Edit the active cell and put the insertion point at the end of its contents. Or, if editing is turned off for the cell, move the insertion point into the formula bar. If editing a formula, toggle Point mode off or on so you can use arrow keys to create a reference. Shift+F2 adds or edits a cell comment.

Key	Description
	Ctrl+F2 displays the print preview area on the **Print** tab in the Backstage view.
F3	Displays the **Paste Name** dialog box. Available only if names have been defined in the workbook (**Formulas** tab, **Defined Names** group, **Define Name**). Shift+F3 displays the **Insert Function** dialog box.
F4	Repeats the last command or action, if possible. When a cell reference or range is selected in a formula, F4 cycles through all the various combinations of absolute and relative references. Ctrl+F4 closes the selected workbook window. Alt+F4 closes Excel.
F5	Displays the **Go To** dialog box. Ctrl+F5 restores the window size of the selected workbook window.
F6	Switches between the worksheet, ribbon, task pane, and Zoom controls. In a worksheet that has been split (**View** menu, **Manage This Window**, **Freeze Panes**, **Split Window** command), F6 includes the split panes when switching between panes and the ribbon area. Shift+F6 switches between the worksheet, Zoom controls, task pane, and ribbon. Ctrl+F6 switches to the next workbook window when more than one workbook window is open.
F7	Displays the **Spelling** dialog box to check spelling in the active worksheet or selected range. Ctrl+F7 performs the **Move** command on the workbook window when it is not maximized. Use the arrow keys to move the window, and when finished press Enter, or Esc to cancel.
F8	Turns extend mode on or off. In extend mode, **Extended Selection** appears in the status line, and the arrow keys extend the selection. Shift+F8 enables you to add a nonadjacent cell or range to a selection of cells by using the arrow keys. Ctrl+F8 performs the **Size** command (on the **Control** menu for the workbook window) when a workbook is not maximized. Alt+F8 displays the **Macro** dialog box to create, run, edit, or delete a macro.
F9	Calculates all worksheets in all open workbooks.

Key	Description
	Shift+F9 calculates the active worksheet. Ctrl+Alt+F9 calculates all worksheets in all open workbooks, regardless of whether they have changed since the last calculation. Ctrl+Alt+Shift+F9 rechecks dependent formulas, and then calculates all cells in all open workbooks, including cells not marked as needing to be calculated. Ctrl+F9 minimizes a workbook window to an icon.
F10	Turns key tips on or off. (Pressing Alt does the same thing.) Shift+F10 displays the shortcut menu for a selected item. Alt+Shift+F10 displays the menu or message for an Error Checking button. Ctrl+F10 maximizes or restores the selected workbook window.
F11	Creates a chart of the data in the current range in a separate Chart sheet. Shift+F11 inserts a new worksheet. Alt+F11 opens the Microsoft Visual Basic For Applications Editor, in which you can create a macro by using Visual Basic for Applications (VBA).
F12	Displays the **Save As** dialog box.

Other useful shortcut keys

Key	Description
Alt	Displays the Key Tips (new shortcuts) on the ribbon. For example, Alt, W, P switches the worksheet to Page Layout view. Alt, W, L switches the worksheet to Normal view. Alt, W, I switches the worksheet to Page Break Preview view.
Arrow Keys	Move one cell up, down, left, or right in a worksheet. Ctrl+Arrow Key moves to the edge of the current data region in a worksheet.

Key	Description
	Shift+Arrow Key extends the selection of cells by one cell.
	Ctrl+Shift+Arrow Key extends the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, extends the selection to the next nonblank cell.
	Left Arrow or Right Arrow selects the tab to the left or right when the ribbon is selected. When a submenu is open or selected, these arrow keys switch between the main menu and the submenu. When a ribbon tab is selected, these keys navigate the tab buttons.
	Down Arrow or Up Arrow selects the next or previous command when a menu or submenu is open. When a ribbon tab is selected, these keys navigate up or down the tab group.
	In a dialog box, arrow keys move between options in an open drop-down list, or between options in a group of options.
	Down Arrow or Alt+Down Arrow opens a selected drop-down list.
Backspace	Deletes one character to the left in the Formula Bar.
	Also clears the content of the active cell.
	In cell editing mode, it deletes the character to the left of the insertion point.
Delete	Removes the cell contents (data and formulas) from selected cells without affecting cell formats or comments.
	In cell editing mode, it deletes the character to the right of the insertion point.
End	End turns End mode on or off. In End mode, you can press an arrow key to move to the next nonblank cell in the same column or row as the active cell. End mode turns off automatically after pressing the arrow key. Make sure to press End again before pressing the next arrow key. End mode is shown in the status bar when it is on.
	If the cells are blank, pressing End followed by an arrow key moves to the last cell in the row or column.
	End also selects the last command on the menu when a menu or submenu is visible.

Key	Description
	Ctrl+End moves to the last cell on a worksheet, to the lowest used row of the rightmost used column. If the cursor is in the formula bar, Ctrl+End moves the cursor to the end of the text. Ctrl+Shift+End extends the selection of cells to the last used cell on the worksheet (lower-right corner). If the cursor is in the formula bar, Ctrl+Shift+End selects all text in the formula bar from the cursor position to the end—this does not affect the height of the formula bar.
Enter	Completes a cell entry from the cell or the Formula Bar, and selects the cell below (by default). In a data form, it moves to the first field in the next record. Opens a selected menu (press F10 to activate the menu bar) or performs the action for a selected command. In a dialog box, it performs the action for the default command button in the dialog box (the button with the bold outline, often the **OK** button). Alt+Enter starts a new line in the same cell. Ctrl+Enter fills the selected cell range with the current entry. Shift+Enter completes a cell entry and selects the cell above.
Esc	Cancels an entry in the cell or Formula Bar. Closes an open menu or submenu, dialog box, or message window. It also closes full screen mode when this mode has been applied, and returns to normal screen mode to display the ribbon and status bar again.
Home	Moves to the beginning of a row in a worksheet. Moves to the cell in the upper-left corner of the window when Scroll Lock is turned on. Selects the first command on the menu when a menu or submenu is visible. Ctrl+Home moves to the beginning of a worksheet. Ctrl+Shift+Home extends the selection of cells to the beginning of the worksheet.

Key	Description
Page Down	Moves one screen down in a worksheet. Alt+Page Down moves one screen to the right in a worksheet. Ctrl+Page Down moves to the next sheet in a workbook. Ctrl+Shift+Page Down selects the current and next sheet in a workbook.
Page Up	Moves one screen up in a worksheet. Alt+Page Up moves one screen to the left in a worksheet. Ctrl+Page Up moves to the previous sheet in a workbook. Ctrl+Shift+Page Up selects the current and previous sheet in a workbook.
Spacebar	In a dialog box, performs the action for the selected button, or selects or clears a check box. Ctrl+Spacebar selects an entire column in a worksheet. Shift+Spacebar selects an entire row in a worksheet. Ctrl+Shift+Spacebar selects the entire worksheet. f the worksheet contains data, Ctrl+Shift+Spacebar selects the current region. Pressing Ctrl+Shift+Spacebar a second time selects the current region and its summary rows. Pressing Ctrl+Shift+Spacebar a third time selects the entire worksheet. When an object is selected, Ctrl+Shift+Spacebar selects all objects on a worksheet. Alt+Spacebar displays the **Control** menu for the Excel window.
Tab	Moves one cell to the right in a worksheet. Moves between unlocked cells in a protected worksheet. Moves to the next option or option group in a dialog box. Shift+Tab moves to the previous cell in a worksheet or the previous option in a dialog box. Ctrl+Tab switches to the next tab in dialog box. Ctrl+Shift+Tab switches to the previous tab in a dialog box.

Insert and edit objects

Insert an object

1. Press Alt, N, J, and then J to open the Object dialog box.

2. Do one of the following.

    o Press Down Arrow to select an object type, and then press Enter to create an object.

    o Press Ctrl+Tab to switch to the Create from File tab, press Tab, and then type the file name of the object that you want to insert or browse to the file.

Edit an object

1. With the cursor positioned to the left of the object in your document, select the object by pressing Shift+Right Arrow.

2. Press Shift+F10.

3. Press the Tab key to get to Object name, press Enter, and then press Enter again.

Insert SmartArt graphics

1. Press and release Alt, N, and then M to select SmartArt.

2. Press the arrow keys to select the type of graphic that you want.

3. Press Tab, and then press the arrow keys to select the graphic that you want to insert.

4. Press Enter.

Insert WordArt

1. Press and release Alt, N, and then W to select WordArt.

2. Press the arrow keys to select the WordArt style that you want, and then press Enter.

3. Type the text that you want.

4. Press Esc to select the WordArt object, and then use the arrow keys to move the object.

5. Press Esc again to return to return to the document.

Mail merge and fields

Note: You must press Alt+M, or click Mailings, to use these keyboard shortcuts.

Perform a mail merge

To do this	Press
Preview a mail merge.	Alt+Shift+K
Merge a document.	Alt+Shift+N
Print the merged document.	Alt+Shift+M
Edit a mail-merge data document.	Alt+Shift+E
Insert a merge field.	Alt+Shift+F

Work with fields

To do this	Press
Insert a DATE field.	Alt+Shift+D
Insert a LISTNUM field.	Alt+Ctrl+L
Insert a Page field.	Alt+Shift+P
Insert a TIME field.	Alt+Shift+T
Insert an empty field.	Ctrl+F9
Update linked information in a Microsoft Word source document.	Ctrl+Shift+F7
Update selected fields.	F9
Unlink a field.	Ctrl+Shift+F9
Switch between a selected field code and its result.	Shift+F9
Switch between all field codes and their results.	Alt+F9
Run GOTOBUTTON or MACROBUTTON from the field that displays the field results.	Alt+Shift+F9
Go to the next field.	F11
Go to the previous field.	Shift+F11
Lock a field.	Ctrl+F11
Unlock a field.	Ctrl+Shift+F11

Language Bar

Set proofing language

Every document has a default language, typically the same default language as your computer's operating system. But If your document also contains words or phrases in a different language, it's a good idea to set the proofing language for those words. This not only makes it possible to check spelling and grammar for those phrases, it makes it possible for assistive technologies like screen readers to handle them.

To do this	Press
Open the Set Proofing Language dialog box	Alt+R, U, L
Review list of proofing languages	Down Arrow
Set default languages	Alt+R, L

Turn on East Asian Input Method Editors

To do this	Press
Turn Japanese Input Method Editor (IME) on 101 keyboard on or off.	Alt+~
Turn Korean Input Method Editor (IME) on 101 keyboard on or off.	Right Alt

Turn Chinese Input Method Editor (IME) on 101 keyboard on or off.	Ctrl+Spacebar

Function key reference

Function keys

To do this	Press
Get Help or visit Office.com.	F1
Move text or graphics.	F2
Repeat the last action.	F4
Choose the Go To command (Home tab).	F5
Go to the next pane or frame.	F6
Choose the Spelling command (Review tab).	F7
Extend a selection.	F8
Update the selected fields.	F9
Show KeyTips.	F10
Go to the next field.	F11
Choose the Save As command.	F12

Shift+Function keys

To do this	Press
Start context-sensitive Help or reveal formatting.	Shift+F1
Copy text.	Shift+F2
Change the case of letters.	Shift+F3
Repeat a Find or Go To action.	Shift+F4
Move to the last change.	Shift+F5
Go to the previous pane or frame (after pressing F6).	Shift+F6
Choose the Thesaurus command (Review tab, Proofing group).	Shift+F7
Reduce the size of a selection.	Shift+F8
Switch between a field code and its result.	Shift+F9
Display a shortcut menu.	Shift+F10
Go to the previous field.	Shift+F11
Choose the Save command.	Shift+F12

Ctrl+Function keys

To do this	Press
Expand or collapse the ribbon.	Ctrl+F1
Choose the Print Preview command.	Ctrl+F2
Cut to the Spike.	Ctrl+F3
Close the window.	Ctrl+F4
Go to the next window.	Ctrl+F6
Insert an empty field.	Ctrl+F9
Maximize the document window.	Ctrl+F10
Lock a field.	Ctrl+F11
Choose the Open command.	Ctrl+F12

Ctrl+Shift+Function keys

To do this	Press
Insert the contents of the Spike.	Ctrl+Shift+F3
Edit a bookmark.	Ctrl+Shift+F5
Go to the previous window.	Ctrl+Shift+F6
Update linked information in a Word source document.	Ctrl+Shift+F7
Extend a selection or block.	Ctrl+Shift+F8, and then press an arrow key
Unlink a field.	Ctrl+Shift+F9
Unlock a field.	Ctrl+Shift+F11
Choose the Print command.	Ctrl+Shift+F12

Alt+Function keys

To do this	Press
Go to the next field.	Alt+F1
Create a new Building Block.	Alt+F3
Exit Word.	Alt+F4
Restore the program window size.	Alt+F5
Move from an open dialog box back to the document, for dialog boxes that support this behavior.	Alt+F6
Find the next misspelling or grammatical error.	Alt+F7
Run a macro.	Alt+F8
Switch between all field codes and their results.	Alt+F9
Display the Selection task pane.	Alt+F10
Display Microsoft Visual Basic code.	Alt+F11

Alt+Shift+Function keys

To do this	Press
Go to the previous field.	Alt+Shift+F1
Choose the Save command.	Alt+Shift+F2
Run GOTOBUTTON or MACROBUTTON from the field that displays the field results.	Alt+Shift+F9
Display a menu or message for an available action.	Alt+Shift+F10
Choose Table of Contents button in the Table of Contents container when the container is active.	Alt+Shift+F12

Ctrl+Alt+Function keys

To do this	Press
Display Microsoft System Information.	Ctrl+Alt+F1
Choose the Open command.	Ctrl+Alt+F2

https://support.office.com/en-us/article/Keyboard-shortcuts-for-Microsoft-Word-on-Windows-95ef89dd-7142-4b50-afb2-f762f663ceb2

How to Use Microsoft Office PowerPoint

A brief overview of PowerPoint.

For more information go to: https://support.office.com/en-us/article/PowerPoint-training-40e8c930-cb0b-40d8-82c4-bd53d3398787

How to Use Microsoft Office OneNote

A brief overview of OneNote.

For more information go to: https://support.office.com/en-us/article/OneNote-training-1c983b65-42f6-42c1-ab61-235aae5d0115

How to Use Microsoft Office Access

A brief overview of Access.

For more information go to: https://support.office.com/en-us/article/Access-training-a5ffb1ef-4cc4-4d79-a862-e2dda6ef38e6

How to Use Microsoft Office Publisher

A brief overview of Publisher.

For more information go to: https://support.office.com/en-us/article/Publisher-training-5ce4abaa-3557-4115-84c0-3232a5d59939

How to Use Microsoft Office Outlook

A brief overview of Outlook.

For more information go to: https://support.office.com/en-us/article/Outlook-training-8a5b816d-9052-4190-a5eb-494512343cca

Home

New
- New Email (Create a new email)
- New Items (Create new appointment, meeting etc)

Delete
- Ignore (moves this and future responses to the junk folder)
- Clean Up (cleans up folders, conversations etc.)
- Junk (send email to junk)
- Delete (delete the message)

Respond
- Reply (reply to the person who sent the message)
- Reply All (Reply to everyone in the chat)
- Forward (Forward the email to someone you specify)
- Meeting (Respond by setting up a meeting)
- IM (Reply with an instant message to one or all)
- More (forward all of the messages or call the person sending it)

Quick Steps
- Job (moves it to the folder called Job, this folder will change depending on what you have your folders name set to)
- Team Email (like a custom group, sends email to set group of people without manually adding them every time)
- Reply & Delete (Reply's to sender and deletes the original email)
- To Manager (Forward to your manager, you will have to set it up with the appropriate email)
- Done (Moves the email to a folder you specify and marks it as read)
- Create New (allows you to create your own quick step)
- Down arrow (gives you the option to create new quick steps and manage the ones you have

Move
- Move (gives you options of folders to send it to)
- Rules (Create rules to alert you when certain conditions apply)
- OneNote (send the message to OneNote)

Tags
- Assign Policy(create Policy for automatically sorting mail into folders for you)
- Unread/Read (Mark it or unmark it as red)
- Categorize (color code it)

- Follow Up (flags it to remind you to tend to it later)

Find
- Search (allows you to search for specific people and pull up information on them, in that popup it willallow you to message, set up a meeting etc.)
- Address Book (Search your Address Book for specific people, pulls up their information)
- Filter Email (sort by date, category, etc.)

Add ins
- Store (directs you to the store for add-ins)

Adobe send & Track
- My Account (directs you to your account, displays your add-ins etc.)

Send/Received
Send & Receive
- Send/Receive All Folders ()
- Update Folder ()
- Send All (send all unsent emails)
- Send/Receive Groups ()

Download
- Show Progress (shows your sent emails and if they have been received)
- Cancel All (Cancels all pending sent receive email requests)

Server
- Download Headers ()
- Mark to download ()
- Unmark to Download ()
- Process Marked Headers ()

Preferences
- Download Preferences (gives options for downloading mail to work offline)
- Work Offline (disconnect form the server to not receive new mail)

Folder
New
- New Folder (creates a new folder to sort your mail into)
- New Search Folder (a folder which automatically sorts through specific criteria)

Actions
- Rename Folder (allows you to rename the selected folder)
- Copy Folder (copy the folder to a new location)
- Move Folder (move the folder to a new location)
- Delete Folder (removes the folder)

Clean Up

- Mark all as Read (marks all the emails in that folder as read)
- Run Rules Now (apply all the rules you have in your mailbox)
- Show All Folders A-Z (displays folders alphabetically)
- Clean up Folder (removes redundant messages to save space)
- Delete All (deletes all items in a specific folder)
- Recover Deleted Items (recovers deleted emails)

Favorites

- Show in Favorites

  ()

Online View

49View on Server button (view archived emails, you set when they are archived using Policy)button (view archived emails, you set when they are archived using Policy)button (view archived emails, you set when they are archived using Policy)button (view archived emails, you set when they are archived using Policy)button (view archived emails, you set when they are archived using Policy)button (view archived emails, you set when they are archived using Policy)button (view archived emails, you set when they are archived using Policy)button (view archived emails, you set when they are archived using Policy)button (view archived emails, you set when they are archived using Policy)button (view archived emails, you set when they are archived using Policy)button (view archived emails, you set when they are archived using Policy)button (view archived emails, you set when they are archived using Policy)button (view archived emails, you set when they are archived using Policy)button (view archived emails, you set when they are archived using Policy)button (view archived emails, you set when they are archived using Policy)button (view archived emails, you set when they are archived using Policy)button (view archived emails, you set when they are archived using Policy)button (view archived emails, you set when they are archived using Policy)button (view archived emails, you set when they are archived using Policy)button (view archived emails, you set when they are archived using Policy)button (view archived emails, you set when they are archived using Policy)button (view archived emails, you set when they are archived using Policy)button (view archived emails, you set when they are archived using Policy)button (view archived emails, you set when they are archived using Policy)button (view archived emails, you set when they are archived using Policy)button (view archived emails, you set when they are archived using Policy)button (view archived emails, you set when they are archived using Policy)button (view archived emails, you set when they are archived using Policy)button (view archived emails, you set when they are archived using Policy)button (view archived emails, you set when they are archived using Policy)

Properties

- Policy (sets when emails are sent to the online archive can be viewed using the View on Server button (view archived emails, you set when they are archived using Policy)button (view archived emails, you set when they are archived using Policy)button (view archived emails, you set when they are archived using Policy)button (view archived emails, you set when they are archived using

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- Folder Permissions (edit sharing permissions)
- Folder Properties (change the name, what it displays, permissions etc.)

View
Current View
- Change View (manage if you view one message or multiple)
- View Settings (advanced settings, more details to change)
- Reset View (revert to default view settings)

Messages
- Show as Conversations (messages are arranged by conversation)
- Conversation Settings (change how the conversation is displayed)

Arrangement
- Message preview (allows you to preview messages before clicking on them, up to 3 lines of text)
- Date, From, To, categories, Flag: Start Date, Flag: Due Date, Size, Subject (group by and sort options)
- Reverse Sort (reverse the settings for how you are viewing messages)
- Add Columns (choose more fields to display)
- Expand/Collapse (expands or collapses groups)

Layout
- Folder Pane (shows more or less of folder column)
- Reading Pane (shows more or less of folder column)
- To-Do Bar

People Pane
- People Pane

Window
- Reminders Window
- Open in New Window
- Close All Items

Adobe PDF

Convert
- Selected Messages
- Selected Folders

Preferences
- Change Conversion Settings

Archive
- Set up automatic Archival

Recall email:
- Open the message you want to recall
- Click actions: select Recall This Message
- Pick if you want to replace the message or just delete it
  Recall-or-replace-an-email-message-that-you-sent

Set up automatic reply:

- Click File
- Click Automatic Replies
- Select: Send Automatic Replies
  - You can choose to have it send all the time or for a certain duration.
  - Insert your text into the white box

  how-to-use-the-out-of-office-assistant-in-outlook

Set up meeting:

- In the home tab click New Items
- Click Meeting
- Type in the names you want to be in the meeting
- Under suggested times on the bottom right you can view conflicts
- Fill out the appropriate fields
- Select a Room and press OK
- Click Send

  Schedule-a-meeting-with-other-people

How to use the schedule assistant

- Click Scheduling Assistant while setting up the meeting
- Blocks filled with color indicate that that person is not available, the top column displays everyone's availability for easy reference.
- Click on the Appointment button to get back to typing the meeting up.
- Click send when you have completed setting it up

Keyboard shortcuts for Microsoft Outlook 2013 and 2016

This reference article provides a comprehensive list of all keyboard shortcuts for Microsoft Outlook 2013 and 2016 (desktop version). Shortcuts are grouped by functionality; for example, you'll find shortcuts for moving around in Outlook under "Navigation". As you might guess, you'll find some shortcuts listed more than once.

To find links to keyboard shortcuts for other Microsoft products, go to Office Accessibility Center.

Note:

- Keys that should be pressed at the same time are joined with a plus sign (+). Keys that you should press in sequence are joined by a comma (,). Thus, the keyboard shortcut Alt+H, M+R

means press Alt and H together to open the Home tab on the ribbon, and then press letters M and R together to open a new Meeting Request.

Frequently used shortcuts

The following shortcuts are the most frequently used in Outlook 2013 and 2016.

To do this	Press
Close	Alt+F, then X
Go to Home tab	Alt+H
New mail message	Ctrl+N
Send	Alt+S
Insert file in a message	Alt+H, then AF
Zoom	Ctrl+Plus(+), Ctrl+Minus(-)
Delete selected item	Ctrl+D
Go to Search box	F3 or Ctrl+E
Reply	Ctrl+R
Forward	Ctrl+F
Reply All	Ctrl+Shift+R
Start Send/Receive for folders and groups	F9
Go to Calendar	Ctrl+2
Create appointment	Alt+H, then N1
Move to folder	Alt+H, then MV. Use Down Arrow to select folder.
Attachment Save As	From the message that contains the attachment, press Alt+JA, then AA.

Work in Outlook

Move around in Inbox and between Outlook views

To do this	Press
Go to the Search box.	F3 or Ctrl+E
In the Reading Pane, go to the previous message.	Alt+Up Arrow, or Ctrl+Comma, or Alt+Page Up
In the Reading Pane, page down through text.	Spacebar
In the Reading Pane, page up through text.	Shift+Spacebar
Move between regions in Outlook, such as the Folder Pane, the main Outlook window, the Reading Pane, and the To-Do Bar.	Ctrl+Shift+Tab, or Shift+Tab
Move between regions in Outlook, such as the Outlook window, the smaller panes in the Folder Pane, the Reading Pane, and the sections in the To-Do Bar.	Tab
Move between regions in Outlook, such as the Outlook window, the smaller panes in the Folder Pane, the Reading Pane, and the sections in the To-Do Bar, and show the access keys in the Outlook ribbon.	F6
Move around message header lines in the Folder Pane or an open message.	Ctrl+Tab

To do this	Press
Move around within the Folder Pane.	Arrow keys
Go to a different folder.	Ctrl+Y
Collapse or expand a group in the email message list.	Left Arrow or Right Arrow, respectively

Switch to a different Outlook view (Mail, Calendar, Contacts, and so on)

To do this	Press
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
Switch to Folder List in Folder Pane.	Ctrl+6
Switch to Shortcuts.	Ctrl+7
Switch to next message (with message open).	Ctrl+Period
Switch to previous message (with message open).	Ctrl+Comma
Go back to previous view in main Outlook window.	Alt+B or Alt+Left Arrow
Go forward to next view in main Outlook window.	Alt+Right Arrow
Select the InfoBar and, if available, show the menu of commands.	Ctrl+Shift+W

Search in any Outlook view (Mail, Calendar, etc)

To do this	Press
Go to Search box.	F3 or Ctrl+E
Clear the search results.	Esc
Expand the search to include All Mail Items, All Calendar Items, or All Contact Items, depending on the module you are in.	Ctrl+Alt+A
Use Advanced Find.	Ctrl+Shift+F
Create a Search Folder.	Ctrl+Shift+P
Search for text within an open item.	F4
Find and replace text and symbols in the Reading Pane.	Ctrl+H
Expand search to include items from the current folder.	Ctrl+Alt+K
Expand search to include subfolders.	Ctrl+Alt+Z

Format text

To do this	Press
Cut.	Ctrl+X or Shift+Delete
Copy.	Ctrl+C or Ctrl+Insert
Paste.	Ctrl+V or Shift+Insert
Undo.	Ctrl+Z or Alt+Backspace
Bold.	Ctrl+B
Italic.	Ctrl+I
Underline	Ctrl+U
Add bullets.	Ctrl+Shift+L
Display the Format menu.	Alt+O
Display the Font dialog box.	Ctrl+Shift+P
Switch case (with text selected).	Shift+F3
Format letters as small capitals.	Ctrl+Shift+K

To do this	Press
Increase indent.	Ctrl+T
Decrease indent.	Ctrl+Shift+T
Left align text.	Ctrl+L
Center text.	Ctrl+E
Right align text.	Ctrl+R
Stretch a paragraph to fit between the margins.	Ctrl+Shift+J
Increase font size.	Ctrl+] or Ctrl+Shift+>
Decrease font size.	Ctrl+[or Ctrl+Shift+<
Clear formatting.	Ctrl+Shift+Z or Ctrl+Spacebar
Delete the next word.	Ctrl+Shift+H
Apply paragraph or heading styles.	Ctrl+Shift+S
Create a hanging indent.	Ctrl+T
Insert a hyperlink.	Ctrl+K
Reduce a hanging indent.	Ctrl+Shift+T
Remove paragraph formatting.	Ctrl+Q

Print

To do this	Press
Open Print tab in Backstage view.	Press Alt+F, and then press P
To print an item from an open window.	Alt+F, press P, and then press F and press 1
Open Page Setup from Print Preview.	Alt+S or Alt+U
To select a printer from Print Preview.	Alt+F, press P, and then press I
To Define Print Styles.	Alt+F, press P, and then press L
To open Print Options.	Alt+F, press P, and then press R

Add or edit links

To do this	Press
Edit a URL in the body of an item.	Hold down Ctrl and click the mouse button.
Insert a hyperlink.	Ctrl+K

Create an item or file

To do this	Press
Create an appointment.	Ctrl+Shift+A
Create a contact.	Ctrl+Shift+C
Create a contact group.	Ctrl+Shift+L
Create a fax.	Ctrl+Shift+X
Create a folder.	Ctrl+Shift+E
Create a meeting request.	Ctrl+Shift+Q
Create a message.	Ctrl+Shift+M
Create a note.	Ctrl+Shift+N
Create a Microsoft Office document.	Ctrl+Shift+H

To do this	Press
Post to this folder.	Ctrl+Shift+S
Post a reply in this folder.	Ctrl+T
Create a Search Folder.	Ctrl+Shift+P
Create a task.	Ctrl+Shift+K
Create a task request.	Ctrl+Shift+U

Mail

Frequently used mail shortcuts

To do this	Press
Switch to Mail.	Ctrl+1
Send.	Alt+S or Ctrl+Enter
Reply to a message.	Ctrl+R
Reply all to a message.	Ctrl+Shift+R
Forward a message.	Ctrl+F
Create a message (when in Mail).	Ctrl+N
Create a message (from any Outlook view).	Ctrl+Shift+M
Open a received message.	Ctrl+O
Mark as read.	Ctrl+Q
Mark as unread.	Ctrl+U
Go to the previous message.	Up Arrow
Go to the next message.	Down Arrow

Other mail shortcuts

To do this	Press
Add a Quick Flag to an unopened message.	Insert
Apply Normal style.	Ctrl+Shift+N
Check for new messages.	Ctrl+M or F9
Check names.	Ctrl+K
Choose the account from which to send a message.	Ctrl+Tab (with focus on the To box), and then Tab to the Accounts button
Clear Mark for Download.	Ctrl+Alt+U
Create a multimedia message	Ctrl+Shift+U
Delete and Ignore a Conversation.	Ctrl+Shift+D
Display blocked external content (in a message).	Ctrl+Shift+I
Display Send/Receive progress.	Ctrl+B (when a Send/Receive is in progress)
Display the Flag for Follow Up dialog box.	Ctrl+Shift+G
Find next.	Shift+F4
Find or replace.	F4
Forward as attachment.	Ctrl+Alt+F
Mark a message as not junk.	Ctrl+ Alt+J
Mark for Download.	Ctrl+Alt+M

To do this	Press
Open the Address Book.	Ctrl+Shift+B
Open the Mail Tip in the selected message.	Ctrl+Shift+W
Post to a folder.	Ctrl+ Shift+S
Print.	Ctrl+P
Reply with meeting request.	Ctrl+Alt+R
Show the properties for the selected item.	Alt+Enter

Calendar

Frequently used calendar shortcuts

To do this	Press
Switch to Calendar	Ctrl+2
Create an appointment (when in Calendar).	Ctrl+N
Create an appointment (in any Outlook view).	Ctrl+Shift+A
Create a meeting request.	Ctrl+Shift+Q
Forward an appointment or meeting.	Ctrl+F
Reply to a meeting request with a message.	Ctrl+R
Reply All to a meeting request with a message.	Ctrl+Shift+R
Go to a date.	Ctrl+G

Other calendar shortcuts

To do this	Press
Show 1 day in the calendar.	Alt+1
Show 2 days in the calendar.	Alt+2
Show 3 days in the calendar.	Alt+3
Show 4 days in the calendar.	Alt+4
Show 5 days in the calendar.	Alt+5
Show 6 days in the calendar.	Alt+6
Show 7 days in the calendar.	Alt+7
Show 8 days in the calendar.	Alt+8
Show 9 days in the calendar.	Alt+9
Show 10 days in the calendar.	Alt+0
Switch to Month view.	Alt+= or Ctrl+Alt+4
Switch to Full Week view.	Alt+Minus Sign or Ctrl+Alt+3
Switch to Work Week view.	Ctrl+Alt+2
Go to the next day.	Ctrl+Right Arrow
Go to the next week.	Alt+Down Arrow
Go to the next month.	Alt+Page Down
Go to the previous day.	Ctrl+Left Arrow
Go to the previous week.	Alt+Up Arrow
Go to the previous month.	Alt+Page Up
Go to the start of the week.	Alt+Home
Go to the end of the week.	Alt+End
Go to previous appointment.	Ctrl+Comma or Ctrl+Shift+Comma

To do this	Press
Go to next appointment.	Ctrl+Period or Ctrl+Shift+Period
Set up recurrence for an open appointment or meeting.	Ctrl+G

See also under Views: Calendar Day/Week/Month view, and Date Navigator.

Contacts

To do this	Press
Find a contact.	F11
Dial a new call.	Ctrl+Shift+D
Find a contact or other item (Search).	F3 or Ctrl+E
Enter a name in the Search Address Books box.	F11
In Table or List view of contacts, go to first contact that starts with a specific letter.	Shift+letter
Select all contacts.	Ctrl+A
Create a message with selected contact as subject.	Ctrl+F
Create a contact (when in Contacts).	Ctrl+N
Create a contact (from any Outlook view).	Ctrl+Shift+C
Open a contact form for the selected contact.	Ctrl+O
Create a contact group.	Ctrl+Shift+L
Print.	Ctrl+P
Update a list of contact group members.	F5
Go to a different folder.	Ctrl+Y
Open the Address Book.	Ctrl+Shift+B
Use Advanced Find.	Ctrl+Shift+F
In an open contact, open the next contact listed.	Ctrl+Shift+Period
Close a contact.	ESC
Send a fax to the selected contact.	Ctrl+Shift+X
Open the Check Address dialog box.	Alt+D
In a contact form, under Internet, display the Email 1 information.	Alt+Shift+1
In a contact form, under Internet, display the Email 2 information.	Alt+Shift+2
In a contact form, under Internet, display the Email 3 information.	Alt+Shift+3

Electronic Business Cards

Frequently used shortcuts for Electronic Business Cards

To do this	Press
Open the Add list.	Alt+A
Select text in Label box when the field with a label assigned is selected.	Alt+B
Open the Add Card Picture dialog box.	Alt+C
Place cursor at beginning of Edit box.	Alt+E
Select the Fields box.	Alt+F
Select the Image Align drop-down list.	Alt+G
Select color palette for background.	Alt+K, then Enter
Select Layout drop-down list.	Alt+L

To do this	Press
Remove a selected field from the Fields box.	Alt+R

Select items in Business Cards view

To do this	Press
Select a specific card in the list.	One or more letters of the name that the card is filed under or the name of the field that you are sorting by
Select the previous card.	Up Arrow
Select the next card.	Down Arrow
Select the first card in the list.	Home
Select the last card in the list.	End
Select the first card on the current page.	Page Up
Select the first card on the next page.	Page Down
Select the closest card in the next column.	Right Arrow
Select the closest card in the previous column.	Left Arrow
Select or cancel selection of the active card.	Ctrl+Spacebar
Extend the selection to the previous card and cancel selection of cards after the starting point.	Shift+Up Arrow
Extend the selection to the next card and cancel selection of cards before the starting point.	Shift+Down Arrow
Extend the selection to the previous card, regardless of the starting point.	Ctrl+Shift+Up Arrow
Extend the selection to the next card, regardless of the starting point.	Ctrl+Shift+Down Arrow
Extend the selection to the first card in the list.	Shift+Home
Extend the selection to the last card in the list.	Shift+End
Extend the selection to the first card on the previous page.	Shift+Page Up
Extend the selection to the last card on the last page.	Shift+Page Down

Move between fields in an open card

To use the following keys, make sure a field in a card is selected. To select a field when a card is selected, click the field.

To do this	Press
Move to the next field and control.	Tab
Move to the previous field and control.	Shift+Tab
Close the active card.	Enter

Move between characters in a field

To use the following keys, make sure a field in a card is selected. To select a field when a card is selected, click the field.

To do this	Press
Add a line in a multiline field.	Enter
Move to the beginning of a line.	Home
Move to the end of a line.	End
Move to the beginning of a multiline field.	Page Up
Move to the end of a multiline field.	Page Down
Move to the previous line in a multiline field.	Up Arrow
Move to the next line in a multiline field.	Down Arrow
Move to the previous character in a field.	Left Arrow
Move to the next character in a field.	Right Arrow

Tasks

Frequently used shortcuts for Tasks

To do this	Press
Accept a task request.	Alt+C
Decline a task request.	Alt+D
Find a task or other item.	Ctrl+E
Open the Go to Folder dialog box.	Ctrl+Y
Create a task (when in Tasks).	Ctrl+N
Create a task (from any Outlook view).	Ctrl+Shift+K
Open selected item.	Ctrl+O
Print selected item.	Ctrl+P
Select all items.	Ctrl+A
Delete selected item.	Ctrl+D
Forward a task as an attachment.	Ctrl+F
Create a task request.	Ctrl+Shift+Alt+U
Switch between the Folder Pane, Tasks list, and To-Do Bar.	Tab or Shift+Tab
Undo last action.	Ctrl+Z
Flag an item or mark complete.	Insert

Work with Task items in Timeline view

When an item is selected

To do this	Press
Select the previous item.	Left Arrow
Select the next item.	Right Arrow
Select several adjacent items.	Shift+Left Arrow or Shift+Right Arrow
Select several nonadjacent items.	Ctrl+Left Arrow+Spacebar or Ctrl+Right Arrow+Spacebar
Open the selected items.	Enter
Select the first item on the timeline (if items are not grouped) or the first item in the group.	Home
Select the last item on the timeline (if items are not grouped) or the last item in the group.	End

To do this	Press
Display (without selecting) the first item on the timeline (if items are not grouped) or the first item in the group.	Ctrl+Home
Display (without selecting) the last item on the timeline (if items are not grouped) or the last item in the group.	Ctrl+End

When a group is selected

To do this	Press
Expand the group.	Enter or Right Arrow
Collapse the group.	Enter or Left Arrow
Select the previous group.	Up Arrow
Select the next group.	Down Arrow
Select the first group on the timeline.	Home
Select the last group on the timeline.	End
Select the first item on screen in an expanded group or the first item off screen to the right.	Right Arrow

When a unit of time on the time scale for days is selected

To do this	Press
Move back in increments of time that are the same as those shown on the time scale.	Left Arrow
Move forward in increments of time that are the same as those shown on the time scale.	Right Arrow
Switch between active view, To-Do Bar, Search and back to active view.	Tab and Shift+Tab

Groups

Work with groups

To do this	Press
Expand a single selected group.	Right Arrow
Collapse a single selected group.	Left Arrow
Select the previous group.	Up Arrow
Select the next group.	Down Arrow
Select the first group.	Home
Select the last group.	End
Select the first item on screen in an expanded group or the first item off screen to the right.	Right Arrow

Send/Receive folders and groups

To do this	Press
Start a send/receive for all defined Send/Receive groups with Include this group in Send/Receive (F9) selected. This can include headers, full items, specified folders, items less than a specific size, or any combination that you define.	F9

To do this	Press
Start a send/receive for the current folder, retrieving full items (header, item, and any attachments).	Shift+F9
Start a send/receive.	Ctrl+M
Define Send/Receive groups.	Ctrl+Alt+S

Views in Outlook

Table view

To do this	Press
Open an item.	Enter
Select all items.	Ctrl+A
Go to the item at the bottom of the screen.	Page Down
Go to the item at the top of the screen.	Page Up
Extend or reduce the selected items by one item.	Shift+Up Arrow or Shift+Down Arrow, respectively
Go to the next or previous item without extending the selection.	Ctrl+Up Arrow or Ctrl+Down Arrow, respectively
Select or cancel selection of the active item.	Ctrl+Spacebar

Calendar views

To do this	Press
View from 1 through 9 days.	Alt+key for number of days
View 10 days.	Alt+0 (zero)
Switch to weeks.	Alt+Minus Sign
Switch to months.	Alt+=
Move between Calendar, TaskPad, and the Folder List.	Ctrl+Tab or F6
Select the previous appointment.	Shift+Tab
Go to the previous day.	Left Arrow
Go to the next day.	Right Arrow
Go to the same day in the next week.	Alt+Down Arrow
Go to the same day in the previous week.	Alt+Up Arrow

Day view

To do this	Press
Select the time that begins your work day.	HOME
Select the time that ends your work day.	END
Select the previous block of time.	Up Arrow
Select the next block of time.	Down Arrow
Select the block of time at the top of the screen.	Page Up
Select the block of time at the bottom of the screen.	Page Down
Extend or reduce the selected time.	Shift+Up Arrow or Shift+Down Arrow, respectively

To do this	Press
Move an appointment up or down.	With the cursor in the appointment, Alt+Up Arrow or Alt+Down Arrow, respectively
Change an appointment's start or end time.	With the cursor in the appointment, Alt+Shift+Up Arrow or Alt+Shift+Down Arrow, respectively
Move selected item to the same day in the next week.	Alt+Down Arrow
Move selected item to the same day in the previous week.	Alt+Up Arrow

Week view

To do this	Press
Go to the start of work hours for the selected day.	Home
Go to the end of work hours for the selected day.	End
Go up one page view in the selected day.	Page Up
Go down one page view in the selected day.	Page Down
Change the duration of the selected block of time.	Shift+Left Arrow, Shift+Right Arrow, Shift+Up Arrow, or Shift+Down Arrow; or Shift+Home or Shift+End

Month view

To do this	Press
Go to the first day of the week.	Home
Go to the same day of the week in the previous page.	Page Up
Go to the same day of the week in the next page.	Page Down

Date Navigator

To do this	Press
Go to the first day of the current week.	Alt+Home
Go to the last day of the current week.	Alt+End
Go to the same day in the previous week.	Alt+Up Arrow
Go to the same day in the next week.	Alt+Down Arrow

https://support.office.com/en-us/article/Keyboard-shortcuts-for-Outlook-3cdeb221-7ae5-4c1d-8c1d-9e63216c1efd?ui=en-US&rs=en-US&ad=US

How to Use Microsoft Office OneDrive for Business

A brief overview of Outlook.

For more information go to:

https://support.office.com/en-us/article/OneDrive-training-1f608184-b7e6-43ca-8753-2ff679203132#ID0ECBAAA=OneDrive_for_Business

Logging into OneDrive

Accessing OneDrive

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[i] This is an Endnote: it appears at the bottom of the document