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The Keyboard Shortcut **Magic!**

(Updated 2009 version)

**Discover The MAGIC Of Your Keyboard That Can
Practically REPLACE Your Mouse!**

(Over 350 Keyboard Shortcuts Revealed)



By Wong Hing

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Introduction

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This book contains **nearly all** the keyboard shortcuts that related to the 3 programs: Microsoft Office Word, Excel and PowerPoint.

It can **save time and the effort** of switching from the keyboard to the mouse to execute simple commands. With this ebook, it will release all the shortcuts available to perform the task that you wish, just simply pressing 2 or 3 keyboard buttons.

This ebook is categorized according to the topics such as formatting actions, selecting & navigating, etc to let you can easily use the shortcuts according to the related topic.

I highly recommend you to print this list of keyboard shortcuts and keep it in front of your PC for a quick reference.

Happy trying!

Note:

A plus sign indicates that the keys need to be pressed at the same time. For example, Ctrl+O means while holding down the Ctrl key and press on the O button!

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Part I: Microsoft Word Keyboard Shortcuts

Document Actions	
Action	Keystroke
Open a document	CTRL+O
New document	CTRL+N
Close a document	CTRL+W
Save As	F12
Save	CTRL+S / SHIFT+F12
Print Preview	CTRL+F2
Print	CTRL+P
Show/Hide paragraph symbols	CTRL+*
Spelling and grammar	F7
Help	F1
Find	CTRL+F
Replace	CTRL+H
Go To	CTRL+G / F5
Quit/Exit Word	ALT+F4

Text Style	
Action	Keystroke
Font Type	CTRL+SHIFT+F+Up/down arrow - Enter
Font Size	CTRL+SHIFT+P+Up/down arrow - Enter
Bold	CTRL+B
Italics	CTRL+I
Underline	CTRL+U
Double underline	CTRL+SHIFT+D
Word underline	CTRL+SHIFT+W
All caps	CTRL+SHIFT+A
Small caps	CTRL+SHIFT+K
Change case	SHIFT+F3
Single spacing	CTRL+1
1.5 spacing	CTRL+5
Double spacing	CTRL+2
Subscript	CTRL+=
Superscript	CTRL+SHIFT+=
Hidden text	CTRL+SHIFT+H
Revert to default font	CTRL+SHIFT+Z
Decrease point size	CTRL+[
Increase point size	CTRL+]
Make web hyperlink	CTRL+K

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<u>Tables</u>	
Action	Keystroke
Go to next cell	Tab
Go to previous cell	SHIFT+Tab
Go to beginning of column	ALT+PageUp
Highlight to beginning of column	ALT+SHIFT+PageUp
Go to end of column	ALT+PageDown
Highlight to end of column	ALT+SHIFT+PageDown
Go to beginning of row	ALT+Home
Highlight to beginning of row	ALT+SHIFT+Home
Go to end of row	ALT+End
Highlight to end of row	ALT+SHIFT+End
Column break	CTRL+SHIFT+Enter

<u>Formatting</u>	
Action	Keystroke
Select all	CTRL+A
Copy	CTRL+C
Cut	CTRL+X
Paste	CTRL+V
Undo	CTRL+Z
Redo	CTRL+Y
Left alignment	CTRL+L
Center alignment	CTRL+E
Right alignment	CTRL+R
Justified	CTRL+J
Indent from left	CTRL+M
Decrease indent from left	CTRL+SHIFT+M
Hanging indent	CTRL+T
Decrease hanging indent	CTRL+SHIFT+T
Page break	CTRL+Enter
Promote list item	ALT+SHIFT+Left arrow
Demote list item	ALT+SHIFT+Right arrow or TAB
Format painter	CTRL+SHIFT+C
Delete previous word	CTRL+Backspace
Apply bulleted list	CTRL+SHIFT+L
Style	CTRL+SHIFT+S
Normal style	CTRL+SHIFT+N

Cursor Movement	
Action	Keystroke
Select from cursor to beginning of line	SHIFT+Home
Select from cursor to end of line	SHIFT+End
Go to beginning of line	Home
Go to end of line	End
Go to beginning of document	CTRL+Home
Go to end of document	CTRL+End

Miscellaneous	
Action	Keystroke
Copyright symbol - ©	ALT+CTRL+C
Insert current date	ALT+SHIFT+D
Insert current time	ALT+SHIFT+T
Go to footnotes	ALT+CTRL+F
Show/Hide ¶	CTRL+SHIFT+8
Thesaurus	SHIFT+F7

Advanced – F1 to F12	
Keystroke	Action
F1	Help
Alt+F1	Next field
Alt+Shift+F1	Previous field
Shift+F1	'What is This' Help
F2	Move text or graphic
Alt+F2	Unassigned
Alt+Shift+F2	File Save
Ctrl+F2	File Print Preview
Shift F2	Copy Text
F3	Edit AutoText
Ctrl+F3	Store in Spike
Ctrl+Shift+F3	Insert Spike and empty contents
Shift+F3	Changes case
F4	Edit Repeat frame
Alt+F4	File Exit
Ctrl+F4	File Close
Shift+F4	Repeat a Go To or Find command

F5	Edit Go To
Alt+F5	Previous application window size
Ctrl+F5	Previous document window size
Ctrl+Shift+F5	Edit bookmark
Shift+F5	Previous position
F6	Next pane
Ctrl+F6	Next window
Ctrl+Shift+F6	Previous window
Shift+F6	Previous pane
F7	Tools Spelling
Ctrl+F7	Move window
Ctrl+Shift+F7	Update link
Shift+F7	Tools Thesaurus
F8	Extend selection
Ctrl+F8	Size window
Ctrl+Shift+F8	Select column or display/hide tab and paragraph marks
Shift+F8	Shrink selection
F9	Update field
Alt+Shift+F9	Go To/Macro button fields
Ctrl+F9	Field characters
Ctrl+Shift+F9	Unlink field
Shift+F9	Switch field codes or results
F10	Menu bar
Alt+F10	Enlarge Application window
Ctrl+F10	Enlarge Document window
Shift+F10	Cut/Copy/Paste/Font/Paragraph/Bullets and Numbering menu bar
F11	Next field
Ctrl+F11	Lock field
Ctrl+Shift+F11	Unlock field
Shift+F11	Previous field
F12	File Save As
Ctrl+F12	File Open
Ctrl+Shift+F12	File Print
Shift+F12	File Save

Part II: Microsoft Excel Keyboard Shortcuts

Spreadsheet Actions	
Action	Keystroke
Open a workbook	CTRL+O
New workbook	CTRL+N
Close a workbook	CTRL+W
Open the Save As dialog box	F12
Save a workbook	CTRL+S
Print a workbook	CTRL+P
Help	F1
Open the Find tab of the Find and Replace dialog box	CTRL+F
Open the Replace tab of the Find and Replace dialog box	CTRL+H
Go to	CTRL+G / F5
Quit/Exit Excel	ALT+F4
Insert a new worksheet	SHIFT + F11
Hide selected columns	CTRL + 0
Display hidden columns	CTRL + SHIFT + 0
Hide selected rows	CTRL + 9
Display hidden rows	CTRL + SHIFT + 9

Selecting & Navigating	
Action	Keystroke
All cells left of current cell	SHIFT+Left arrow
All cells right of current cell	SHIFT+Right arrow
Entire column	CTRL+Spacebar
Entire row	SHIFT+Spacebar
Entire worksheet	CTRL+A
One cell up	Up arrow
One cell down	Down arrow
One cell right	Tab
One cell left	SHIFT+Tab
Top of worksheet (cell A1)	CTRL+Home
End of worksheet (last cell with data)	CTRL+End
End of row	Home
End of column	CTRL+Left arrow
Move to next worksheet	CTRL+PageDown
Move to previous worksheet	CTRL+PageUp
Cycle between open workbooks	CTRL+F6

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Move between panes in a split worksheet	F6
Display the active cell	CTRL + Backspace
Move up a cell in a selected range	SHIFT + Enter
Move one cell left in a selected range	SHIFT + Tab
Move from corner cell to corner cell in a selected range	CTRL and . (period)
Select the current cell(s) to the beginning of the row	SHIFT + Home
Select the current cell(s) to the beginning of the worksheet	CTRL + SHIFT + Home
Select all cells that contain a comment	CTRL + SHIFT + O
Select the data region surrounding the active cell	CTRL and *

<u>Formatting</u>	
Action	Keystroke
Edit within an active cell	F2
Format as currency with 2 decimal places	CTRL + SHIFT + \$
Format as percent with no decimal places	CTRL + SHIFT + %
Apply number format	CTRL + SHIFT + !
Apply date format	CTRL + SHIFT + #
Apply time format	CTRL + SHIFT + @
Apply general format	CTRL + SHIFT + ~
Apply exponential number format	CTRL + SHIFT + ^
Apply outline border to selection	CTRL + SHIFT + &
Remove outline border to selection	CTRL + SHIFT and _
Cut	CTRL + X
Copy	CTRL + C
Paste	CTRL + V
Undo	CTRL + Z
Redo	CTRL + Y
Bold	CTRL + B
Italics	CTRL + I
Underline	CTRL + U
Strikethrough	CTRL + 5
Left alignment	CTRL + L
Center alignment	CTRL + E
Right alignment	CTRL + R

Change font type	CTRL + SHIFT + F + Up/down arrow – Enter
Change font size	CTRL + SHIFT + P + Up/down arrow – Enter
Open Format Cells dialog box	CTRL + 1

Data & Formulas	
Action	Keystroke
Begin a formula	=
Enter a formula as an array	CTRL + SHIFT + Enter
Display Insert Function dialog box	SHIFT + F3
Paste a defined name into a formula	F3
Insert a AutoSum formula	ALT + =
Copy a formula from the cell above the current cell into the current cell	CTRL and ‘
Calculate values for sheets in all open workbooks	F9
Calculate values for current worksheet	SHIFT + F9
Fill data down through selected cells	CTRL + D
Fill data through selected cells to the right	CTRL + R
Insert current date in the worksheet	CTRL + ;
Insert current time in the worksheet	CTRL + :
Run a Spelling Check	F7
Run the Macros	ALT + F8

Part III: Microsoft PowerPoint Keyboard Shortcuts

Presentation Actions	
Action	Keystroke
Open a presentation	CTRL+O, CTRL+F12
New presentation	CTRL+N
Save As	F12
Save	CTRL+S
Print	CTRL+P
Help	F1
Quit/Exit PowerPoint	ALT+F4

Formatting	
Action	Keystroke
Select all	CTRL+A
Copy	CTRL+C
Cut	CTRL+X
Paste	CTRL+V
Undo	CTRL+Z
Redo	CTRL+Y
Bold	CTRL+B
Italics	CTRL+I
Underline	CTRL+U
Left justified	CTRL+L
Center justified	CTRL+E
Right justified	CTRL+R
Create hyperlink	CTRL+K
Format Painter (Copy)	CTRL+SHIFT+C
Format Painter (Paste)	CTRL+SHIFT+V
Increase font size	CTRL+SHIFT+>
Decrease font size	CTRL+SHIFT+<
Change font type	CTRL+SHIFT+F+Up/down arrow - Enter
Change font size	CTRL+SHIFT+P+Up/down arrow - Enter
Promote list item	ALT+SHIFT+Left arrow
Demote list item	ALT+SHIFT+Right arrow
Move selected item up	ALT+SHIFT+Up arrow
Move selected item down	ALT+SHIFT+Down arrow
Superscript	ALT+CTRL+SHIFT+>
Subscript	ALT+CTRL+SHIFT+<
Change Case	SHIFT+F3

Selecting & Navigating	
Action	Keystroke
Character left	SHIFT+Left arrow
Character right	SHIFT+Right arrow
End of word	CTRL+SHIFT+Right Arrow
Beginning of word	CTRL+SHIFT+Left Arrow
Line up	SHIFT+Up Arrow
Line down	SHIFT+Down Arrow
Select all	CTRL+A or F2
Character left	Left Arrow
Character right	Right Arrow
Line up	Up Arrow
Line down	Down Arrow
Word left	CTRL+Left Arrow
Word right	CTRL+Right Arrow
End of line	END
Beginning of line	HOME
Paragraph up	CTRL+Up Arrow
Paragraph down	CTRL+Down Arrow
End of text block	CTRL+END
Start of text block	CTRL+HOME
To previous object	TAB
To next object	SHIFT+TAB
Select all objects	CTRL+A

Editing	
Action	Keystroke
Delete character left	Backspace
Delete word left	CTRL+Backspace
Delete character right	Delete
Delete word right	CTRL+Delete
Find	CTRL+F
Replace	CTRL+H
Insert hyperlink	CTRL+K
New slide	CTRL+M
New slide like last one, no menu	CTRL+SHIFT+M
Spell checker	F7
Macros	ALT+F8
Move from Title to Text	CTRL+Enter
Move from Body text to Title of next slide	CTRL+Enter

<u>Drawing & Formatting</u>	
Action	Keystroke
Grid and Guides dialog box	CTRL+G
Group Objects	CTRL+SHIFT+G
Ungroup Objects	CTRL+SHIFT+H
Regroup Objects	CTRL+SHIFT+J
Resize while maintaining proportions	SHIFT+Resize
Resize from center	CTRL+Resize
Resize from center while maintaining proportions	CTRL+SHIFT+Resize
Rotate in 15 degree increments	SHIFT+Rotate tool
Rotate from Corner	CTRL+Rotate tool
Rotate in 15 degree increments from Corner	CTRL+SHIFT+Rotate tool
Extend Line along same angle	SHIFT+Resize
Nudge object one grid unit	Arrow Key
Nudge object one pixel	CTRL+Arrow Key
Temporarily release Grid/Guide Snap	ALT
Show/Hide Guides (toggle)	ALT+F9
Show/Hide Grid (toggle)	SHIFT+F9

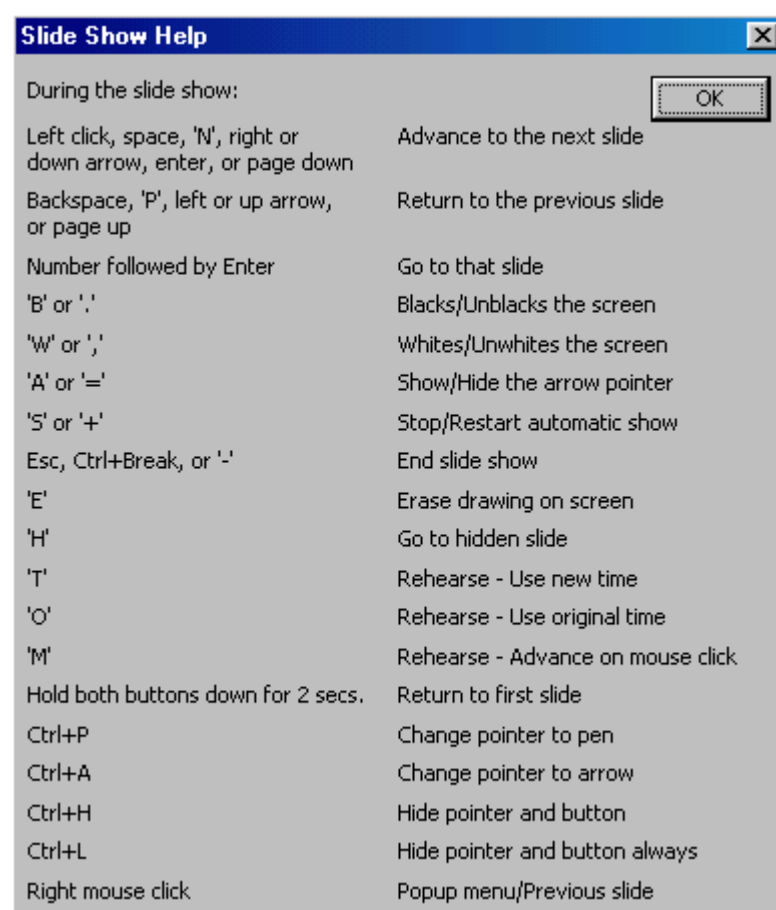
<u>Slide Show Actions</u>	
Action	Keystroke
Begin slide show	F5
Next slide	ENTER, Spacebar, N, Right Arrow, Down Arrow, Page Down (or click the mouse)
Previous slide	BACKSPACE, P, Left Arrow, Up Arrow, Page Up
Go to Slide <number>	<number>+Enter
Redisplay hidden pointer and/or change the pointer to an arrow	CTRL+A
Redisplay hidden pointer and/or change the pointer to a pen	CTRL+P
Hide the pointer and button immediately	CTRL+H
Hide the pointer and button in 15 seconds	CTRL+U
Erase on-screen annotations	E
Go to next hidden slide	H
Use mouse-click to advance while rehearsing	M
Use original timings while rehearsing	O

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Set new timings while rehearsing	T
Show/Hide black screen	B or Period
Show/Hide white screen	W or Comma
Show/Hide pointer & button	A or =
End slide show	ESC, CTRL+Break, Minus, END
Go to the first or next hyperlink	TAB
Go to the last or previous hyperlink	SHIFT+TAB

Slide Show shortcuts

Run the slide show and press the **F1** key to view all keyboard shortcuts applicable when running a slide show.



Part IV: Microsoft Outlook Keyboard Shortcuts

General Actions	
Action	Keystroke
Send (post) a Message	Ctrl + Enter or Alt + S
Reformat an email message from RTF to plain text	Ctrl + Shift + O
Delete Message from message window	Ctrl + D
New Contact Dialog	Ctrl + Shift + C
New Office Document	Ctrl + Shift + H
Read Warning Header	Ctrl + Insert + W
To Save Non-Email Item in Current Folder	Alt + S
Cancel the current operation	Escape Key
Move up current level of treeview	Up Arrow
Move down current level of treeview	Down Arrow
Collapse current branch of treeview	Left Arrow
Expand current branch of treeview	Right Arrow
Open the Inbox	Ctrl + I
Open the Outbox	Ctrl + O
Launch go to folder dialog	Ctrl + Y
Save unfinished item in Drafts folder	Ctrl + S
Move selected item to Deleted Items folder	Delete Key
Open print dialog box	Ctrl + P
To delete current item	Ctrl + D
Mark message as unread or read	Ctrl + Q or Ctrl + Enter
Select all	Ctrl + A
Copy highlighted items/text to clipboard	Ctrl + C
Cut highlighted items/text to clipboard	Ctrl + X
Paste items/text from clipboard	Ctrl + V
Open application menu (to maximise, minimise etc)	Alt + Spacebar
Create new item / Open or post a new message	Ctrl + N
Undo	Ctrl + Z
Move cursor to top of email list	Home
Move cursor to end of email list	End
Move edit cursor to top in new email message window	Ctrl + Home
Move edit cursor to end in new email message window	Ctrl + End

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Switch among Edit, Source, and Preview tabs	Ctrl + Tab
Check Names	Ctrl + K
Move cursor to Menu Bar	Alt + or F10
Launch Advanced Find (find a message)	Ctrl + Shift + F or F3
Move to next Window pane	F6
Launch spell checker	F7
Insert signature	Ctrl + Shift + S
Move directly to Inbox	Ctrl + Shift + I
Move directly to Outbox	Ctrl + Shift + O
Copy selected item(s) to a folder	Ctrl + Shift + Y
Create new folder dialog	Ctrl + Shift + E
Move selected item to folder	Ctrl + Shift + V
Create a new email message	Ctrl + Shift + M
Create a new appointment item	Ctrl + Shift + A
Create a new contact item	Ctrl + Shift + C
Create a new task item	Ctrl + Shift + K
Create a new note item	Ctrl + Shift + N
Message options (from a new message window)	Alt + P
Open address book	Ctrl + Shift + B
Launch flag for follow up dialog box	Ctrl + Shift + G
Reply to sender	Ctrl + R
Reply to all	Ctrl + Shift + R
Forward message	Ctrl + F

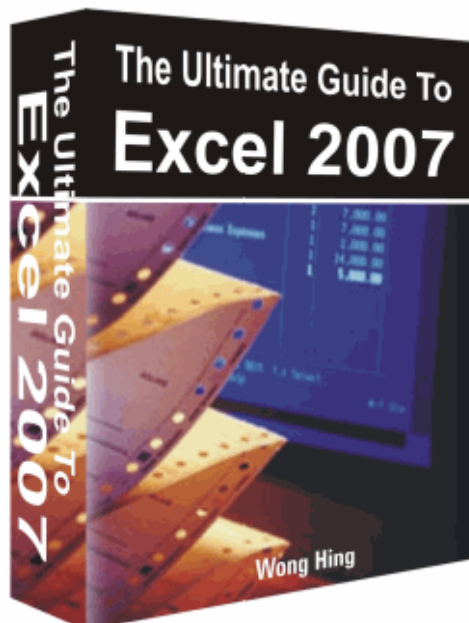
Calendar Week View	
Action	Keystroke
Go to today's date	Alt + D
Go to a date	Ctrl + G
Move to next date	Down Arrow
Down Arrow	Up Arrow
Move forward one week	Page Down
Move backwards one week	Page Up
Move to appointments on current date	Tab (hit enter twice to open item)

Main Outlook Actions	
Action	Keystroke
Say Line	Insert + Up Arrow
Say All	Insert + Down Arrow

Say Selected Text	Insert + Shift + Down Arrow
Move focus to attachments list	Insert + A
In spellchecker read misspelled word and suggestion	Insert + F7
Read Header Field One	Alt + 1
Read Header Field Two	Alt + 2
Read Header Field Three	Alt + 3
Read Header Field Four	Alt + 4
Read Header Field Five	Alt + 5
Click Cc Button	Alt + Shift + 4
Click To Button	Alt + Shift + 3
Launch Global keystrokes listbox	Insert + F8
Close Office Assistant	Ctrl + Insert + F4

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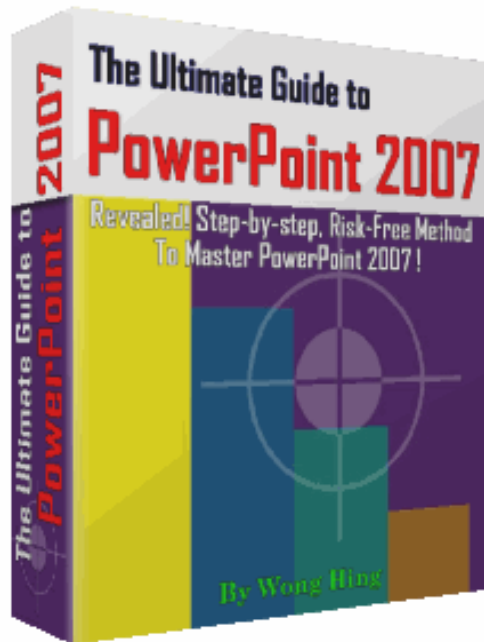
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