



## Microsoft Word 2003 and 2007

# Useful Shortcuts

|  |  |  |   |
|--|--|--|---|
| <b>Triple Click</b>                      | Triple click anywhere in a paragraph to select the entire paragraph.   | <b>Ctrl Shift<br/>&gt; or &lt;</b>       | Increase or decrease font size of the selected text.  |
| <b>Shift Alt<br/>Up / Down<br/>arrow</b> | Press Shift Alt Up / Down arrow to move entire paragraphs up or down. Also works with multiple selected paragraphs and PowerPoint bullets.         | <b>Ctrl Alt V</b>                        | Paste Special. Provides many options to paste copied content in different formats.<br>Ctrl V does default paste.                |
| <b>Ctrl A</b>                            | Select Entire Document   | <b>Ctrl Shift V</b>                      | Paste only formatting from the source (Press Ctrl Shift C to copy).<br>Equivalent to the toolbar button called Format Painter   |
| <b>PrintScreen<br/>(PrtScr)</b>          | Copy a picture of entire screen to the Clipboard. Ctrl V to paste it.<br>Use Alt PrtScr to copy only the active window image.                      | <b>CTRL PgDn<br/>Or PgUp</b>             | If pressed after Finding some text, finds next or previous occurrences of the found item being searched for.                    |
| <b>Ctrl Alt 1<br/>2 / 3</b>              | Apply style Heading 1, 2 or 3  | <b>Ctrl Shift N</b>                      | Apply Normal Style.<br>Useful when you want to remove all unwanted formatting and revert the text to regular body text quickly. |
| <b>Ctrl Click</b>                        | Selects the current Sentence.  | <b>Ctrl Alt I</b>                        | Switch to Print Preview   |
| <b>Ctrl Scroll<br/>(Wheel)</b>           | Pressing CTRL key while moving the mouse wheel zooms in / out. Works in Word, Excel, PowerPoint, Visio, Internet Explorer and many other products. | <b>Ctrl Alt M</b>                        | Insert a comment for the selected text or current position in text.   |
| <b>Ctrl U<br/>Ctrl Y</b>                 | Ctrl Z = Undo last action<br>Ctrl Y = Redo last action<br>Supports 100 levels of undo / redo by default.   | <b>Ctrl<br/>Backspace<br/>/ Ctrl Del</b> | Delete<br>one word to the left (Ctrl Backspace) or right(Ctrl Del)  |



## Microsoft Excel 2003 and 2007

## Useful Shortcuts

|                              |  |                            |  |
|------------------------------|--|----------------------------|--|
| <b>Ctrl A</b>                | Select Entire Document   | <b>Ctrl G</b>              | Opens the Go To dialog   |
| <b>Ctrl Alt V</b>            | Paste Special. Provides many options to paste copied content in different formats.<br>Ctrl V does default paste.       | <b>Ctrl End</b>            | Selects the last cell.<br>(Intersection of last used row and last used column)   |
| <b>Alt Shift F1</b>          | Inserts a new worksheet  | <b>Ctrl ;</b>              | Inserts current date in the current cell   |
| <b>CTRL PgDn<br/>Or PgUp</b> | Move to the next or previous sheet   | <b>Ctrl Enter</b>          | Copies the contents of Active Cell into all selected cells.  |
| <b>F2</b>                    | Edit formula.<br>If you are already editing a formula, toggles between cell selection mode and in-formula editing mode | <b>F9</b>                  | Recalculates the workbook.<br>If pressed while part of a formula is selected, it calculates the result for the selection only. |
| <b>Ctrl 1</b>                | Opens the Format Cells dialog  | <b>Ctrl L /<br/>Ctrl T</b> | Create List (2003) or<br>Create Table (2007)   |
| <b>Ctrl ~</b>                | Shows / Hides Formulas   | <b>Ctrl Shift \$</b>       | Applies currency format with two decimal places to selected cells  |
| <b>Ctrl A</b>                | If cursor is inside a block, selects the entire block.<br>If in an empty, isolated cell, selects entire workbook.      | <b>Ctrl Shift %</b>        | Applies percentage format to selected cells (with no decimal places)   |



## MS PowerPoint 2003 and 2007

## Useful Shortcuts

|                                  |  |                               |   |
|----------------------------------|--|-------------------------------|---|
| <b>Ctrl A</b>                    | Select all text in a textbox OR<br>Select all objects on a slide OR<br>Select all slides (in slide sorter view)                            | <b>H</b>                      | <b>During presentation</b><br>Shows hidden slide if the next slide is hidden.   |
| <b>Ctrl Alt V</b>                | Paste Special. Provides many options to paste copied content in different formats.<br>Ctrl V does default paste.                           | <b>B or W</b>                 | <b>During presentation</b><br>Makes the screen black or white.<br>Press any key to return to currently shown slide.   |
| <b>Ctrl Shift V</b>              | Paste only formatting from the source (Press Ctrl Shift C to copy).<br>Equivalent to the toolbar button called Format Painter              | <b>Slide number and ENTER</b> | <b>During presentation.</b> Type the number of a slide and press Enter to jump directly to it. Nothing is shown on screen. Very useful to go to summary slide if you have to finish in a hurry. |
| <b>Ctrl Shift F</b>              | Change the font.   | <b>Ctrl P</b>                 | <b>During Presentation:</b> Change Pointer to Pen. Now you can draw by moving the mouse while left button is pressed. The default color is Red. (Can be changed from Set Up Show Dialog)        |
| <b>Ctrl [ or ]</b>               | Decrease or increase the font size of selected text  | <b>E</b>                      | <b>During Presentation:</b> Erases drawn annotation. If you do not erase drawing, you will be asked if you want to save them at the end of the presentation.                                    |
| <b>Shift Alt Up / Down arrow</b> | Press Shift Alt Up / Down arrow to move entire paragraphs up or down. Also works with multiple selected paragraphs and PowerPoint bullets. | <b>Ctrl E</b>                 | <b>During Presentation:</b><br>Change pointer to Eraser. Now you can erase each drawn stroke one by one.  |
| <b>Shift F9</b>                  | Show and Hide Grid.<br>(Alt F9 – show and hide Guides)   | <b>Ctrl H</b>                 | <b>During Presentation:</b><br>Hide the mouse pointer   |
| <b>Shift F3</b>                  | Change case from upper, lower and sentence case  | <b>Tab<br/>Shift Tab</b>      | <b>During Presentation:</b><br>Move to next or previous hyperlinks  |



## MS Outlook 2003 and 2007

## Useful Shortcuts

|   |  |  |   |
|---|--|--|---|
| <b>Word Shortcuts</b>                         | If you are using Word as email editor, most Word shortcuts will work while editing mails.  | <b>Ctrl Shift A</b>                                | Create a new Appointment.<br>Ctrl Shift Q creates a Meeting request.                                  |
| <b>Ctrl 1 ...</b>                             | Ctrl 1 = Go to Inbox<br>Ctrl 2 = Calendar<br>Ctrl 3 = Contacts<br>Ctrl 4 = Tasks   | <b>Ctrl R</b>                                      | Reply. Ctrl Shift R = Reply to All  |
| <b>Ctrl Period<br/>Ctrl Comma</b>             | If a message is open, Ctrl Period moves to next message and Ctrl Comma shows the previous message  | <b>Ctrl K</b>                                      | Insert a hyperlink  |
| <b>Ctrl Y</b>                                 | Shows the select folder dialog. This is useful to open a folder quickly by navigating the folder hierarchy.<br>Shows all open PST / OST files.         | <b>Ctrl M</b>                                      | Send / Receive  |
| <b>Spacebar<br/>or<br/>Shift<br/>Spacebar</b> | In reading pane, Spacebar scrolls the mail down and Shift Spacebar scrolls it up. This is very useful while quickly reading mails in the reading pane. | <b>Alt 1 to 9</b>                                  | Show 1 to 9 days in Day/Week/Month view of Calendar. Alt 0 shows 10 days.                             |
| <b>F4 and<br/>Shift F4</b>                    | Search for text in mail and other items.<br>Shift F4 finds next instance.  | <b>Alt -<br/>Alt =</b>                             | In Day/Week/Month view of Calendar,<br>Alt - Shows Weeks<br>Alt = Shows Months                        |
| <b>Ctrl Shift M</b>                           | Create a new mail message.   | <b>Ctrl Shift V</b>                                | Move selected item to another folder.<br>Very useful to move mails from Inbox to relevant folder.     |
| <b>Ctrl Shift N</b>                           | Create a new note  | <b>Drag mail<br/>and drop<br/>on Task<br/>icon</b> | Convert Mail to Task. Right Drag Drop helps you Move the mail to task and also copies the attachments |