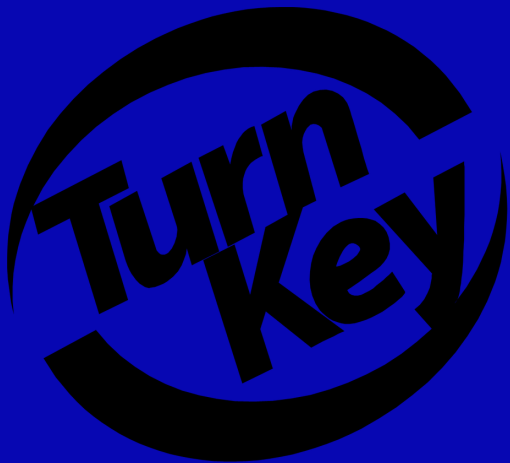


# SHORTCUTS CHEAT SHEET

# SHORTCUTS



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*TurnKeySolutions*

ACTION	OUTCOME	ACTION	OUTCOME
<b>Ctrl + A</b>	Select all page contents	<b>Ctrl+Shift+'</b>	View/Hide non print text
<b>Ctrl + B</b>	Bold highlight selection	<b>Ctrl + ←</b>	Move one word to left
<b>Ctrl + C</b>	Copy selected text	<b>Ctrl + →</b>	Move one word to right
<b>Ctrl + X</b>	Cut selected text	<b>Ctrl + ↑</b>	Move to line beginning
<b>Ctrl + N</b>	Open new blank document	<b>Ctrl + ↓</b>	Move to end of paragraph
<b>Ctrl + O</b>	Open options	<b>Ctrl + Del</b>	Delete word right of cursor
<b>Ctrl + P</b>	Open print window	<b>Ctrl+Backspace</b>	Delete word left of cursor
<b>Ctrl + F</b>	Open find box	<b>Ctrl + End</b>	Move cursor to paragraph end
<b>Ctrl + I</b>	Italicize highlighted area	<b>Ctrl + Home</b>	Move cursor to doc beginning
<b>Ctrl + K</b>	Insert link	<b>Ctrl + Space</b>	Reset highlighted to default
<b>Ctrl + U</b>	Underline highlighted area	<b>Ctrl + 1</b>	Single-space lines
<b>Ctrl + V</b>	Paste	<b>Ctrl + 2</b>	Double-space lines
<b>Ctrl + Y</b>	Redo the last action	<b>Ctrl + 5</b>	1.5 line spacing
<b>Ctrl + Z</b>	Undo last action	<b>Ctrl + Alt + 1</b>	Change text to heading 1
<b>Ctrl + G</b>	Find and replace options	<b>Ctrl + Alt + 2</b>	Change text to heading 2
<b>Ctrl + H</b>	Find and replace options	<b>Ctrl + Alt + 3</b>	Change text to heading 3
<b>Ctrl + J</b>	Paragraph alignment	<b>F1</b>	Open Help
<b>Ctrl + L</b>	Align text to left	<b>Shift + F3</b>	Change case of selected text
<b>Ctrl + Q</b>	Align paragraph left	<b>Shift + Insert</b>	Paste
<b>Ctrl + E</b>	Align text to center	<b>F4</b>	Repeat last performed action
<b>Ctrl + R</b>	Align text to right	<b>F7</b>	Spell check selected text
<b>Ctrl + M</b>	Indent paragraph	<b>Shift + F7</b>	Activate the thesaurus
<b>Ctrl + T</b>	Hanging indent	<b>F12</b>	Save as
<b>Ctrl + D</b>	Font options	<b>Ctrl + S</b>	Save
<b>Ctrl+Shift+F</b>	Change the font	<b>Shift + F12</b>	Save
<b>Ctrl+Shift+&gt;</b>	Increase selected font +1	<b>Alt + Shift + D</b>	Insert current date
<b>Ctrl + ]</b>	Increase selected font +1	<b>Alt + Shift + T</b>	Insert current time
<b>Ctrl+Shift+&lt;</b>	Decrease selected font -1	<b>Ctrl + Alt + S</b>	Split document window
<b>Ctrl+[</b>	Decrease selected font -1	<b>Esc</b>	Escape/Cancel command

ACTION	OUTCOME	ACTION	OUTCOME
<b>Ctrl + A</b>	Select all text/objects	<b>Alt+Mouse Drag</b>	Duplicate the selected object
<b>Ctrl + B</b>	Apply or remove bold	<b>Ctrl + ←</b>	Move one word to left
<b>Ctrl + C</b>	Copy selected text/objects	<b>Ctrl + →</b>	Move one word to right
<b>Ctrl + X</b>	Cut selected text/object	<b>Ctrl + S</b>	Save
<b>Ctrl + N</b>	Create new publication	<b>F7</b>	Spell Check
<b>Ctrl + O</b>	Open existing publication	<b>F9</b>	switch btw current view & actual size
<b>Ctrl + P</b>	Print current publication	<b>Alt + F6</b>	Bring object to front
<b>Ctrl + F</b>	Open find or find/replace	<b>Alt+Shift+F6</b>	Send object to back
<b>Ctrl + I</b>	Apply or remove Italicize	<b>Alt+Shift+P</b>	Insert current page # in text box
<b>Ctrl + W</b>	Close publication	<b>Arrow Keys</b>	Nudge selected objects
<b>Ctrl + U</b>	Apply or remove Underline	<b>Ctrl+Shift+G</b>	Group or ungroup objects
<b>Ctrl + V</b>	Paste	<b>F5 or Ctrl+G</b>	Display GO TO dialog box
<b>Ctrl + Y</b>	Redo the last action	<b>Ctrl+Shift+N</b>	Insert Blank page
<b>Ctrl + Z</b>	Undo last action	<b>Ctrl+Shift+U</b>	Insert duplicate page after selected page
<b>Ctrl + J</b>	Justify text	<b>Ctrl+F1</b>	Hide or show the ribbon
<b>Ctrl + L</b>	Align text to left		
<b>Ctrl + R</b>	Align text to right		
<b>Ctrl + E</b>	Align text to center		
<b>Ctrl+Shift+F</b>	Change the font		
<b>Ctrl+Shift+Y</b>	Turn special characters on/off		
<b>Ctrl+Shift+C</b>	Copy format of text		
<b>Ctrl+Shift+V</b>	Apply copies text format		
<b>Ctrl+Shift+&gt;</b>	Increase selected font +1		
<b>Ctrl + ]</b>	Increase letter spacing		
<b>Ctrl+Shift+&lt;</b>	Decrease selected font -1		
<b>Ctrl+[</b>	Decrease letter spacing		

ACTION	OUTCOME	ACTION	OUTCOME
<b>Ctrl + A</b>	Select all worksheet contents	<b>Ctrl + H</b>	Find & Replace
<b>Ctrl + B</b>	Bold highlight selection	<b>Ctrl + L</b>	Displays create table box
<b>Ctrl + C</b>	Copy selected text	<b>Ctrl + R</b>	Copy right field/Paste to left
<b>Ctrl + W</b>	Close Document	<b>Ctrl + S</b>	Saves the active file
<b>Ctrl + N</b>	Open new document	<b>Ctrl + 0</b>	Hides selected columns
<b>Ctrl + O</b>	Open options	<b>Ctrl + 1</b>	Displays "format cells" box
<b>Ctrl + P</b>	Open print window	<b>Ctrl + 2</b>	Applies/Removes bold format
<b>Ctrl + F</b>	Open find & replace options	<b>Ctrl + 3</b>	Applies/Removes italic format
<b>Ctrl + I</b>	Italicize highlighted area	<b>Ctrl + 4</b>	Applies/Removes underlining
<b>Ctrl + K</b>	Insert link	<b>Ctrl + 6</b>	Alternates btw hiding/display
<b>Ctrl + U</b>	Underline highlighted section	<b>Ctrl + 8</b>	Displays/Hides outline symbol
<b>Ctrl + V</b>	Paste	<b>Ctrl + 9</b>	Hides selected rows
<b>Ctrl + Y</b>	Underline selected text	<b>Ctrl + '</b>	Insert value from above cell
<b>Ctrl + Z</b>	Undo last action	<b>Ctrl + Shift + !</b>	Format # in comma format
<b>Ctrl + G</b>	Open go-to options	<b>Ctrl + →</b>	Move to next text selection
<b>Ctrl + D</b>	Fill	<b>Ctrl + Shift + \$</b>	Format # in currency format
<b>Ctrl + F9</b>	Minimize current window	<b>Ctrl + Shift + #</b>	Format # in date format
<b>Ctrl + F10</b>	Maximize current window	<b>Ctrl + Shift + %</b>	Format # in % format
<b>Ctrl + F6</b>	Switch btw open worksheets	<b>Ctrl + Shift + ^</b>	Format # in scientific format
<b>Ctrl + Page↑</b>	Move btw work in same doc	<b>Ctrl + Shift + @</b>	Format # in time format
<b>Ctrl + Page↓</b>	Move btw work in same doc	<b>Ctrl + Space</b>	Select entire column
<b>Ctrl + Tab</b>	Move btw Exel files	<b>Alt + =</b>	Create formula to sum all cells
<b>Ctrl + Shift + ;</b>	Enter current time	<b>Shift + F5</b>	Bring up search box
<b>Ctrl + ;</b>	Enter current date	<b>Shift + Space</b>	Select entire row
<b>Ctrl + 5</b>	Strike through selection	<b>F1</b>	Displays the Excel help menu
<b>Shift + F3</b>	Open excel formula window	<b>F2</b>	Edit the selected cell
<b>Shift + F11</b>	Inserts a new worksheet	<b>F5</b>	Go to a specific cell
<b>Alt + F4</b>	Closes Microsoft Excel	<b>F7</b>	Spell check selected text/doc
<b>Ctrl + F2</b>	Displays the print preview	<b>F11</b>	Create chart



ACTION	OUTCOME	ACTION	OUTCOME
<b>Ctrl + A</b>	Select All	<b>Ctrl + 1</b>	Go to Mail
<b>Ctrl + B</b>	Bold when editing RTM	<b>Ctrl + 2</b>	Go to Calendar
<b>Ctrl + C</b>	Copy	<b>Ctrl + 3</b>	Go to Contacts
<b>Ctrl + D</b>	Delete a Message/Task/Item	<b>Ctrl + 4</b>	Go to Task
<b>Ctrl + E</b>	Activate Find drop down menu or center align in RTM	<b>Ctrl + 5</b>	Go to Notes
<b>Ctrl + F</b>	Forward	<b>Ctrl + 6</b>	Go to Folder List
<b>Ctrl + J</b>	Open new journal entry	<b>Ctrl + 7</b>	Go to Shortcuts
<b>Ctrl + K</b>	Check names in TO/CC/BCC against address book	<b>Ctrl + 8</b>	Go to Journal
<b>Ctrl + M</b>	Send/Receive All	<b>F1</b>	Open Outlook Help
<b>Ctrl + O</b>	Open	<b>F3</b>	Activate the Find toolbar
<b>Ctrl + P</b>	Print	<b>F4</b>	Open the Find Window
<b>Ctrl + Q</b>	Mark select message read	<b>F7</b>	Spellcheck
<b>Ctrl + R</b>	Reply	<b>F9</b>	Send and receive all
<b>Ctrl + S</b>	Save a draft message	<b>F10</b>	Select File from outlook toolbar
<b>Ctrl + T</b>	Tab	<b>F11</b>	Activate "find contact" box
<b>Ctrl + U</b>	Mark selected message unread	<b>F12</b>	Save As
<b>Ctrl + V</b>	Paste	<b>Shift + Tab</b>	Select previous message header
<b>Ctrl + X</b>	Cut	<b>Alt + F4</b>	Close the active window
<b>Ctrl + Y</b>	Go to Folder	<b>Ctrl+Shift+K</b>	Open a new task
<b>Ctrl + Z</b>	Undo	<b>Ctrl+Shift+L</b>	Open a new distribution list
<b>Ctrl+Shift+A</b>	Open new appointment	<b>Ctrl+Shift+M</b>	Open a new message
<b>Ctrl+Shift+B</b>	Open the address book	<b>Ctrl+Shift+N</b>	Open a new note
<b>Ctrl+Shift+C</b>	Create new contact	<b>Ctrl+Shift+O</b>	Switch to the outbox
<b>Ctrl+Shift+E</b>	Open new folder	<b>Ctrl+Shift+P</b>	Open new search folder window
<b>Ctrl+Shift+F</b>	Open advanced find window	<b>Ctrl+Shift+Q</b>	Open a new meeting request
<b>Ctrl+Shift+G</b>	Flag message for follow up	<b>Ctrl+Shift+R</b>	Reply All
<b>Ctrl+Shift+J</b>	Open new journal entry	<b>Ctrl+Shift+S</b>	Open a new discussion
		<b>Ctrl+Shift+U</b>	Open a new task request
		<b>Ctrl+Shift+Y</b>	Copy a folder

ACTION	OUTCOME	ACTION	OUTCOME
<b>GENERAL:</b>		<b>NAVIGATION:</b>	
<b>Ctrl + Period</b>	Show keyboard shortcuts	<b>Ctrl + 1</b>	Open activity
<b>Ctrl + E</b>	Go to search	<b>Ctrl + 2</b>	Open chat
<b>Ctrl + Slash /</b>	Show commands	<b>Ctrl + 3</b>	Open teams
<b>Ctrl + G</b>	Go to	<b>Ctrl + 4</b>	Open meetings
<b>Ctrl + N</b>	Start new chat	<b>Ctrl + 5</b>	Open calls
<b>Ctrl + Comma</b>	Open Settings	<b>Ctrl + 6</b>	Open files
<b>F1</b>	Open Help	<b>Alt+Shift+ ↑</b>	Go to previous list item
<b>Esc</b>	Close	<b>Alt+Shift+ ↓</b>	Go to next list item
<b>Ctrl + =</b>	Zoom In	<b>Ctrl+Shift+ ↑</b>	Move selected team up
<b>Ctrl + - (minus)</b>	Zoom Out	<b>Ctrl+Shift+ ↓</b>	Move selected team down
<b>MESSAGING:</b>		<b>Ctrl+Shift+F6</b>	Go to previous section
<b>C</b>	Go to compose box	<b>Ctrl + F6</b>	Go to next section
<b>Ctrl+ Shift+ X</b>	Expand compose box	<b>MEETING/CALLS:</b>	
<b>Ctrl + Enter</b>	Send (expanded compose box)	<b>Ctrl+Shift+A</b>	Accept video call
<b>Ctrl + O</b>	Attach file	<b>Ctrl+Shift+S</b>	Accept audio call
<b>Shift + Enter</b>	Start new line	<b>Ctrl+Shift+D</b>	Decline call
<b>R</b>	Reply to thread	<b>Ctrl+Shift+C</b>	Start audio call
<b>Ctrl+ Shift+ I</b>	Mark as Important	<b>Ctrl+Shift+U</b>	Start video call
<b>TEAMS</b>		<b>Ctrl+Shift+M</b>	Toggle mute
<b>SEARCH BOX:</b>		<b>Ctrl+Shift+O</b>	Toggle video
<b>/activity</b>	See someones activity	<b>Ctrl+Shift+F</b>	Toggle fullscreen
<b>/available</b>	Set your status to available	<b>Ctrl+Shift+Space</b>	Go to sharing toolbar
<b>/away</b>	Set your status to away		
<b>/brb</b>	Set your status be right back		
<b>/busy</b>	Set your status as busy		
<b>/call</b>	Call someone		
<b>/chat</b>	Send quick message to 1person		
<b>/join</b>	Join a team		

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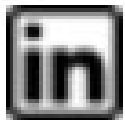
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