

## Keyboard Shortcuts



### General - Applicable to most applications

Action	Press
Get Help	F1
Create new item	Ctrl + N
Open existing item	Ctrl + O
Save item	Ctrl + S
Print item	Ctrl + P
Close item	Ctrl + W
Close the active window	Alt + F4
Check pull down menus	Alt + Underscored

### Navigation Techniques

Select whole of item	Ctrl + A
Go to top of item	Ctrl + Home
Go to end of item	Ctrl + End
Go to beginning of a line	Home
Go to end of a line	End

### Formatting

Apply/remove Bold	Ctrl + B
Apply/remove Underline	Ctrl + U
Apply/remove Italics	Ctrl + I

### Editing

Copy text/graphics	Ctrl + C
Cut text/graphics	Ctrl + X
Paste text/graphics	Ctrl + V
Undo last action	Ctrl + Z
Undo undo last action	Ctrl + Y
Check spelling	F7



### Formatting a Document

Change the case of letters	Shift + F3
Double underline text	Ctrl + Shift + D
Centre a paragraph	Ctrl + E
Justify a paragraph	Ctrl + J
Left align a paragraph	Ctrl + L
Right align a paragraph	Ctrl + R
Add current date	Alt + Shift + D
Add a page number	Alt + Shift + P
Insert a page break	Ctrl + Enter
View non-printing chars	Ctrl + Shift + *
Set single line spacing	Ctrl + 1
Set double line spacing	Ctrl + 2
Insert copyright symbol ©	Alt + Ctrl + C



### Creating Messages

Open the Address Book	Ctrl + Shift + B
New Message	Ctrl + N
Send an item	Ctrl + Enter

Reply to sender	Ctrl + R
Reply to all	Ctrl + Shift + R
Forward an item	Ctrl + F

### Organising Messages

Delete a message	Ctrl + D
Move an item to a folder	Ctrl + Shift + V
Mark as Unread	Alt + E + N
Mark as Read	Ctrl + Q
Open the Inbox	Ctrl + Shift + I
Go to other folders	Ctrl + Y

### Moving Around Calender

One day	Alt + 1
Two to nine days	Alt + 2 up to 9
Ten days	Alt + 0
One week	Alt + -
One month	Alt + =
Same day next week	Alt + â
Same day last week	Alt + á
First day of the month	Alt + Page Up
Last day of the month	Alt + Page Down

### More Keyboard Shortcuts

Check out more shortcuts on Keyboard Shortcuts	F1 and Search
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### Working with Worksheets

Insert new worksheet	Shift + F11
Insert new chart sheet	F11
Select entire column	Ctrl + Spacebar
Select entire row	Shift + Spacebar
Select all data around	Ctrl + Shift + *
Define a name	Ctrl + F3
Move left, right, up and down one cell	Arrow keys
Move to edge of data	Ctrl + Arrow keys
Go to cell A1	Ctrl + Home
Move down a screen	Page Down
Move up a screen	Page Up
Move across right a screen	Alt + Page Down
Move across left a screen	Alt + Page Up
Move to the next worksheet	Ctrl + Page Down
Move to the next worksheet	Ctrl + Page Up

### Working in Cells

Start a formula	= (equal sign)
Insert =SUM()	Alt + =
Enter current date	Ctrl + ; (semi colon)
Enter current time	Ctrl + Shift + ;
Edit a cell	F2
Copy formatting	F4
Cancel an entry	Esc
Format cells	Ctrl + 1 (one)
Insert a hyperlink	Ctrl + K
Find origin of formula	Ctrl + [
Copy cell above	Ctrl + D
Copy cell to left	Ctrl + R