

MICROSOFT OFFICE SHORTCUTS

The following are some of the more common shortcuts used in the Microsoft Office suite.

Formatting

Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + Shift + D	Double Underline
Ctrl + Shift + W	Word Only Underline
Ctrl + Shift + Spacebar	Nonbreaking space (A non breaking space is used where you want to stop text wrapping at a point that separates text)
Ctrl + Hyphen	Create a nonbreaking hyphen
Ctrl + Shift + <	Decrease font size
Ctrl + Shift + >	Increase font size
Ctrl + 2	Double Line Spacing
Ctrl + 5	1 ½ Line Spacing
Ctrl + 1	Single Line Spacing
Ctrl + Spacebar	Remove Character Formatting
Ctrl + Q	Remove Paragraph Formatting
Ctrl + L	Align Text Left
Ctrl + R	Align Text Right
Ctrl + E	Centre Text
Ctrl + J	Justify Text
Ctrl + M	Indent
Ctrl + Shift + M	Outdent

Editing

Ctrl + C	Copy Selection
Ctrl + X	Cut Selection
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + Del	Deletes a Word to the Right
Ctrl + Bksp	Deletes a Word to the Left

Moving

Ctrl + Right Arrow	One Word Right
Ctrl + Left Arrow	One Word Left
End	End of a Line
Home	Beginning of a Line
Ctrl + Down Arrow	One Paragraph Down
Ctrl + Home	Beginning of a document
Shift + F5	Last Edit
Ctrl + G	Opens Goto Dialog Box
Ctrl + F	Opens Find Dialog Box

MICROSOFT OFFICE SHORTCUTS CONTINUED...

Selecting

Shift + Right Arrow	Select One character Right
Shift + Left Arrow	Select One character Left
Ctrl + Shift + Right Arrow	Select One Word Right
Ctrl + Shift + Left Arrow	Select One Word Left
Shift + End	Select to the End of a Line
Shift + Home	Select to the Beginning of a Line
Shift + Down Arrow	Select One Line Down
Shift + Up Arrow	Select One Line Up
Ctrl + Shift + Down Arrow	Select One Paragraph Down
Ctrl + Shift + Home	To the beginning of a document
Ctrl + Shift + End	To the end of a document
Alt + Ctrl + Shift + Page Down	To the end of a window
Ctrl + A	To include the entire document/All Contents of any window
Ctrl + Click a Word	Select Sentence
Ctrl + Click in the Left Margin	Select Whole Document

Files & Documents

Ctrl + S	Save Current File
Ctrl + O	Opens File Open dialog box
Alt + F4	Closes the current application window
Ctrl + W	Closes the Current Document
Ctrl + N	Creates a new file
Ctrl + P	Print
Shift + File Menu	Displays Close All and Save All

Others

Ctrl + K	Inserts a Hyperlink in Word Checks Name in To field in Outlook
Ctrl + Shift + E	Switches on and off Track Changes



Microsoft Office & Windows Shortcuts

A Quick Guide

For more guidance visit :
knowledge.senansolutions.com

INTRODUCTION

This quick guide can be used as a reference after you have attended the Microsoft Word and Windows Shortcuts workshop.

We hope you find this useful, you will also find more information available on the Senan Solutions Knowledge Base on knowledge.senansolutions.com.

WINDOWS SHORTCUTS

A number of shortcuts can be used on the Windows Desktop to help with Navigation and quickly getting to where you need to be.

These use the Windows key on the keyboard. This key is located between the ALT and CTRL keys to the left of your SPACEBAR. It has an icon similar to the following:



The shortcuts that use this key are:

- Windows Key** – Opens the Start menu
- Windows + E** – Opens Windows Explorer
- Windows + M/D** – Minimizes all Windows
- Windows + R** – Opens the RUN dialog box
- Windows + F** – Opens Search window
- Windows + L** – Locks PC
- Alt + Tab** – Switch between windows

USING THE QUICK LAUNCH BAR

The Quick Launch bar is situated next to the Start button on the Windows task bar. This toolbar can be modified to contain shortcuts to frequently used applications such as Microsoft Word, Excel and PowerPoint or to access Folders and Websites that you visit frequently.

USING THE QUICK LAUNCH BAR CONTINUED...

Display the Quick Launch Bar



If the toolbar is not displayed on your screen, continue as follows:

1. Point to a space along the Task Bar. This would normally be to the right of any window buttons displayed.
2. Click the **Right Mouse Button**.
3. From the menu, point to **Toolbars** and select **Quick Launch** from the sub menu.

This will display the Quick Launch toolbar. You can widen the toolbar by unlocking the Task Bar. To unlock the Task Bar, follow the steps above selecting **Lock the Toolbar** from the shortcut menu. This will display a small bar to the right of the Quick Launch toolbar, you can drag this left and right to allow the toolbar to occupy more space.

Adding Buttons to the Quick Launch Bar

There are many items that can be added to this toolbar as follows:

Applications from the Start Menu

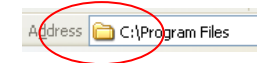
1. Open the menu that contains the application you want to add; for example, click **Start, Programs** and **Microsoft Office** to see the Office 2003 applications.
2. Point to the application you want to add.
3. Hold down the **Ctrl** key on the keyboard and the **Left Mouse Button**.
4. While keeping the Ctrl key held down, drag the icon to the Quick Launch toolbar.
5. Release the Left Mouse button first and finally the Ctrl key.

This will copy the icon from the Start menu to the toolbar.

USING THE QUICK LAUNCH BAR CONTINUED...

File Folders

1. Open the folder that you use frequently and want to create a shortcut to.
2. Point to the folder icon in the Address Bar, as illustrated below:



3. Drag the icon to the Quick Launch bar.

A folder icon will be displayed in the quick launch bar allowing you to quick open this folder as required.

Web Sites

This process is similar to that used to add File Folders.

1. Open the website that you want to add a shortcut to.
2. Point to the Internet Explorer icon in the Address Bar, as illustrated below:



3. Drag the icon to the Quick Launch bar.

The quick launch toolbar will always remain on your screen containing the icons that you have added to it.

Delete an Icon from the Quick Launch Toolbar

To delete an icon from the toolbar, continue as follows:

1. Point to the icon to be deleted.
2. Click the **Right Mouse Button**.
3. Select **Delete** from the menu.