

# Microsoft Keyboard Shortcut List

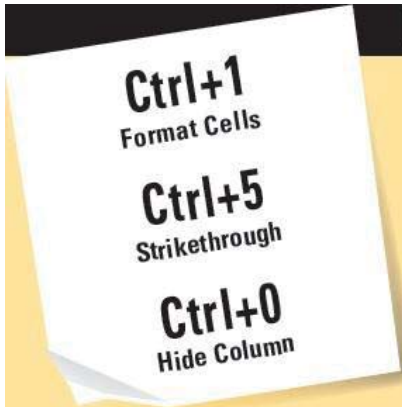


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## Keyboard Shortcuts: Excel



**Pop open the Format Cells dialog box** with all the familiar tabs, like Number, Alignment and Border by using Ctrl+1. This shortcut works on a cell or a single selected word within a cell.

**Change the font to Strikethrough with the Ctrl+5 shortcut.** This also works on a cell or a single selected word within a cell.

**Hide a column without selecting it** by hitting Ctrl+0. No need to mouse and click to hide a whole column in a work sheet with this keyboard shortcut.

## Keyboard Shortcuts: Outlook



**Go to another folder on your long detailed folder list by clicking Ctrl+Y.** Use the arrow keys to expand folders that have subfolders.

**Reveal the Search Tools contextual tab and place your cursor into the Search box with F3.** Press Alt to reveal the shortcut keys in the Search tab.

**Use the space bar for scrollbar-free scrolling down a long message in the Reading Pane.** Use Tab and Shift+Tab to move back and forth between the panes.

## Keyboard Shortcuts: PowerPoint



**A – Pointer in the way?** Press A to make it disappear and A to bring it back again.

**H – Change your mind about a hidden slide?** Press H to display the hidden slide next in the deck.

**E – Use the Pen or Highlighter marker option to draw on slides?** Type E to erase the ink.

## Keyboard Shortcuts: Word



**Pop in today's date anywhere in your document using Alt+Shift+D.** This works like a date stamp. Whatever date is on your computer, that's the date this shortcut will insert.

**Put in some formatting you don't like? Click in the middle of the word and use Ctrl+Spacebar to clear it.** *Note:* This will not clear highlighting, but it works

on shading.

**Need to get to Paste Special?** Clicking Ctrl+Alt+V is the easiest way to do it.

# Keyboard Shortcuts: OneNote



**Open a new OneNote window** to see more than one notebook at a time by using Ctrl+M.

**Add a new page** to the section you're working on by tapping Ctrl+N.

**Send a page via email** and include attached files as email attachments with the Ctrl+Shift+E shortcut.