



# Office Cheat Sheet

Word	Delete previous word	Capitalisation options	Repeat most recent action	Vertical text selection	Copy selected text / object	Spell check	Insert Date	Apply normal paragraph style	Copy formatting of selected text		
	Ctrl Backspace	Shift Home F3	F4	Ctrl Drag	Ctrl Drag	F7	Ctrl Shift D	Ctrl Shift N	Ctrl Shift C		
Excel	Create default chart	Insert blank cells	Auto complete options	Select entire table	Copy cell value from cell above	Minimise ribbon	Autosum - End of range or Selected range	Format cells dialog box	Next cell	Spell Check	
	F11	Ctrl Shift +	Alt ↓	Ctrl Shift space	Ctrl ,	Ctrl F1	Alt =	Ctrl 1	Tab ↔	F7	
Outlook	Switch to Mail	Reply to Mail	Forward mail	Next message	Previous message	Create task	Create appointment	Create meeting request	Check for new mail		
	Ctrl 1	Ctrl R	Ctrl F	Ctrl .	Ctrl ,	Ctrl Shift K	Ctrl Shift A	Ctrl Shift Q	F5		
PowerPoint	Insert slide	Select next object on slide	Move object pixel by pixel	Group object / Ungroup	Start presentation from first slide	Previous slide	Jump to a particular slide	Jump to first slide	Jump to last slide	Black out screen/ resume slide show	
	Ctrl M	Shift Tab ↔	Ctrl ↑ ↓ ↵	Ctrl Shift G / H	F5	Backspace ←	Type the slide number and press Enter	Home	End	B	
Shortcuts for editing slides					Slideshow shortcuts						
Universal	Select All	Paste			Undo	Redo	Print	Save	Switch between open windows	Help	Find
	Ctrl A	Ctrl C	Cut X	Paste V	Ctrl Z	Ctrl Y	Ctrl P	Ctrl S	Alt Tab ↔	F1	Ctrl F

