



Microsoft Office Short Cut Keys For The Windows Operating System



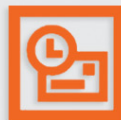
Microsoft Word

Select All	[CTRL]+A
Copy	[CTRL]+C
Cut	[CTRL]+X
Paste	[CTRL]+V
Find	[CTRL]+F
Go To	[CTRL]+G
Replace	[CTRL]+H
New	[CTRL]+N
Open	[CTRL]+O
Print	[CTRL]+P
Close	[CTRL]+W
Undo	[CTRL]+Z
Bold	[SHIFT]+ [CTRL]+B
Italic	[SHIFT]+ [CTRL]+I
Font larger	[SHIFT]+ [CTRL]+>
Font smaller	[SHIFT]+ [CTRL]+<
Save As	[ALT]+[F]+[A]
Print Preview	[ALT]+[CTRL]+I
Document start	[CTRL]+[HOME]
Document end	[CTRL]+[END]
Page break	[CTRL]+[ENTER]
™ (trademark)	[ALT]+[CTRL]+T



Microsoft Excel

Select All	[CTRL]+A
Copy	[CTRL]+C
Cut	[CTRL]+X
Paste	[CTRL]+V
Find	[CTRL]+F
Replace	[CTRL]+H
Hyperlink	[CTRL]+K
New	[CTRL]+N
Open	[CTRL]+O
Print	[CTRL]+P
Table	[CTRL]+T
Undo	[CTRL]+Z
Filter	[SHIFT]+ [CTRL]+L
Insert Function	[SHIFT]+F3
Percent Style	[SHIFT]+ [CTRL]+%
AutoSum	[ALT]+=
Print Preview	[ALT]+[CTRL]+I
Cell A1	[CTRL]+[HOME]
Worksheet end	[CTRL]+[END]
Name Manager	[CTRL]+F3
Macros	[ALT]+F8



Microsoft Outlook

Select All	[CTRL]+A	New Meeting	[SHIFT]+ [CTRL]+A
Copy	[CTRL]+C	New Contact	[SHIFT]+ [CTRL]+C
Cut	[CTRL]+X	New Task	[SHIFT]+ [CTRL]+K
Paste	[CTRL]+V	New Note	[SHIFT]+ [CTRL]+N
Delete	[CTRL]+D	Navigation Pane	[ALT]+F1
Mark as read	[CTRL]+Q	Mail	[CTRL]+1
New	[CTRL]+N	Calendar	[CTRL]+2
Reply	[CTRL]+R	Contacts	[CTRL]+3
Mark as unread	[CTRL]+U	Tasks	[CTRL]+4
Undo	[CTRL]+Z	Notes	[CTRL]+5
Send/Receive	F9		