



Microsoft Word Essentials

Formatting Text

Bold	Ctrl + B
<i>Italic</i>	Ctrl + I
Underline	Ctrl + U
Increase Font Size	Ctrl +]
Decrease Font Size	Ctrl + [
Change Font	Ctrl + Shift + F

Document Navigation

Go to Beginning of Line	Home
Go to End of Line	End
Go to Beginning of Document	Ctrl + Home
Go to End of Document	Ctrl + End
Page Up	Page Up
Page Down	Page Down

Editing & Reviewing

Undo	Ctrl + Z
Redo	Ctrl + Y
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Find	Ctrl + F
Replace	Ctrl + H
Spelling & Grammar	F7

Microsoft Excel Essentials

Basic Formulas

Sum	=SUM(A1:A10)
Average	=AVERAGE(A1:A10)
Minimum	=MIN(A1:A10)
Maximum	=MAX(A1:A10)
Count	=COUNT(A1:A10)
If Condition	=IF(A1>10,"Yes","No")

Cell Formatting

Format as Currency	Ctrl + Shift + \$
Format as Percentage	Ctrl + Shift + %
Format as Date	Ctrl + Shift + #
General Format	Ctrl + Shift + ~
Add Borders	Alt + H, B, A
Merge Cells	Alt + H, M, C

Navigation & Selection

Go to Last Cell with Data	Ctrl + End
Select Entire Row	Shift + Space
Select Entire Column	Ctrl + Space
Select All	Ctrl + A
Move to Next Sheet	Ctrl + Page Down
Move to Previous Sheet	Ctrl + Page Up

Microsoft PowerPoint Essentials

Basic Shortcuts

New Presentation	Ctrl + N
Open Presentation	Ctrl + O
Save Presentation	Ctrl + S
Print Presentation	Ctrl + P
Close Presentation	Ctrl + W
Undo	Ctrl + Z

Slide Management

New Slide	Ctrl + M
Duplicate Slide	Ctrl + Shift + D
Delete Slide	Delete
Start Presentation from Beginning	F5
Start Presentation from Current Slide	Shift + F5
End Presentation	Esc

Text & Object Manipulation

Bold	Ctrl + B
<i>Italic</i>	Ctrl + I
Underline	Ctrl + U
Copy Formatting	Ctrl + Shift + C
Paste Formatting	Ctrl + Shift + V
Group Objects	Ctrl + G
Ungroup Objects	Ctrl + Shift + G

Microsoft Outlook Essentials

Email Management

New Email	Ctrl + N
Reply	Ctrl + R
Reply All	Ctrl + Shift + R
Forward	Ctrl + F
Send Email	Alt + S
Check for New Emails	F9

Calendar Management

New Appointment	Ctrl + Shift + A
New Meeting Request	Ctrl + Shift + Q
Go to Today	Alt + , (comma)
Go to Next Day	Alt + . (period)
Day View	Alt + 1
Week View	Alt + 2
Month View	Alt + 3

Contact Management

New Contact	Ctrl + Shift + C
Open Address Book	Ctrl + Shift + B
Find a Contact	Ctrl + E