



### Microsoft Office Suite

#### Microsoft Word

<b>Ctrl + B</b>	Bold selected text.
<b>Ctrl + I</b>	Italicize selected text.
<b>Ctrl + U</b>	Underline selected text.
<b>Ctrl + S</b>	Save the current document.
<b>Ctrl + P</b>	Print the current document.
<b>Ctrl + Z</b>	Undo the last action.
<b>Ctrl + Y</b>	Redo the last undone action.
<b>Ctrl + F</b>	Open the Find dialog.
<b>Ctrl + H</b>	Open the Replace dialog.

#### Microsoft Excel

<b>Ctrl + 1</b>	Format Cells dialog.
<b>Ctrl + Shift + L</b>	Toggle Filter.
<b>Ctrl + Space</b>	Select entire column.
<b>Shift + Space</b>	Select entire row.
<b>Ctrl + ;</b>	Insert current date.
<b>Ctrl + Shift + :</b>	Insert current time.
<b>=SUM(A1:A10)</b>	Sum values in cells A1 to A10.
<b>=AVERAGE(A1:A10)</b>	Calculate average of values in cells A1 to A10.
<b>=IF(A1&gt;0, "Yes", "No")</b>	Conditional statement. If A1 is greater than 0, return "Yes", otherwise "No".

#### Microsoft PowerPoint

<b>Ctrl + M</b>	Insert a new slide.
<b>F5</b>	Start presentation from the beginning.
<b>Shift + F5</b>	Start presentation from the current slide.
<b>Ctrl + D</b>	Duplicate selected object.
<b>Ctrl + G</b>	Group selected objects.
<b>Ctrl + Shift + G</b>	Ungroup selected objects.
<b>Ctrl + K</b>	Insert a hyperlink.
<b>Esc</b>	End slideshow.
<b>B or .</b>	Black screen during slideshow.

### Google Workspace

#### Google Docs

<b>Ctrl + Alt + M</b>	Insert comment.
<b>Ctrl + Shift + C</b>	See word count.
<b>Ctrl + /</b>	Access menus with keyboard.
<b>@</b>	Mention people or insert files/events.
<b>Ctrl + K</b>	Insert hyperlink.
<b>Ctrl + Shift + V</b>	Paste without formatting.
<b>Tools &gt; Voice Typing</b>	Activate voice typing.
<b>File &gt; Make a copy</b>	Duplicate the document.
<b>File &gt; Download</b>	Download the document in various formats.

#### Google Sheets

<b>Ctrl + Enter</b>	Stay in cell after entering data.
<b>Alt + Enter</b>	Start a new line within a cell.
<b>Shift + Space</b>	Select the entire row.
<b>Ctrl + Space</b>	Select the entire column.
<b>Ctrl + Shift + Space</b>	Select the entire sheet.
<b>=SUM(A1:A10)</b>	Calculate the sum of cells A1 through A10.
<b>=AVERAGE(A1:A10)</b>	Calculate the average of cells A1 through A10.
<b>=COUNT(A1:A10)</b>	Count the number of cells with numerical values.
<b>=TODAY()</b>	Insert the current date.

#### Google Slides

<b>Ctrl + Shift + B</b>	Bold selected text.
<b>Ctrl + Shift + I</b>	Italicize selected text.
<b>Ctrl + Alt + C</b>	Copy formatting.
<b>Ctrl + Alt + V</b>	Paste formatting.
<b>Ctrl + Shift + Up/Down</b>	Move elements forward or backward.
<b>Ctrl + Alt + Shift + Up/Down</b>	Move elements to the front or back.
<b>Start presentation</b>	Click present in the top right corner.
<b>Insert &gt; New slide</b>	Add a new slide.
<b>File &gt; Download</b>	Download the presentation in various formats.

### Project Management Tools

#### Asana

<b>Tab + Q</b>	Quick add task.
<b>Tab + P</b>	Open project actions menu.
<b>Tab + S</b>	Open search.
<b>Tab + X</b>	Open quick actions.
<b>N</b>	Create a new task in list view.
<b>Assignee</b>	Set who is responsible for the task.
<b>Due Date</b>	Set deadlines to keep project on track.
<b>Dependencies</b>	Link tasks to manage priorities.
<b>Sections</b>	Organize your tasks by list or board views.

#### Trello

<b>Q</b>	Open the cards filter menu.
<b>C</b>	Archive the current card.
<b>Spacebar</b>	Assign yourself to a card.
<b>L</b>	Open the labels menu.
<b>D</b>	Open the due date menu.
<b>N</b>	Add a new card to the current list.
<b>Drag and Drop</b>	Move cards between lists.
<b>Checklists</b>	Break down tasks into smaller steps.
<b>Power-Ups</b>	Enhance functionality.

#### Jira

<b>C</b>	Create a new issue.
<b>.</b>	Open the operation dialog.
<b>/</b>	Quick search.
<b>W</b>	Assign to me.
<b>T</b>	Take transition.
<b>Esc</b>	Close dialogs/menus.
<b>Epics</b>	Break down large projects.
<b>Sprints</b>	Manage work cycles efficiently.
<b>Workflow</b>	Automate steps within a project.

### Communication & Collaboration Tools

## Slack

<b>Ctrl + K or Cmd + K</b>	Quick Switcher to navigate channels and DMs.
<b>Ctrl + Shift + M or Cmd + Shift + M</b>	Mark all messages as read.
<b>Up/Down Arrow</b>	Edit the last message.
<b>/</b>	List available slash commands.
<b>@mention</b>	Mention a user.
<b>#channel</b>	Link to a channel.
<b>Starred Messages</b>	Save important messages.
<b>Threads</b>	Keep conversations organized.
<b>Integrations</b>	Connect to other apps.

## Microsoft Teams

<b>Ctrl + E or Cmd + E</b>	Quickly access the search bar.
<b>Ctrl + Shift + M or Cmd + Shift + M</b>	Mute/Unmute during a call.
<b>Ctrl + O or Cmd + O</b>	Open file explorer.
<b>/</b>	View available commands.
<b>@mention</b>	Mention someone in a chat.
<b>#channel</b>	Link to a channel.
<b>Tabs</b>	Integrate with other apps.
<b>Meetings</b>	Schedule and join meetings.
<b>Files</b>	Share and collaborate on files.

## Zoom

<b>Alt + A</b>	Mute/Unmute audio.
<b>Alt + V</b>	Start/Stop video.
<b>Alt + M</b>	Mute/Unmute everyone (host only).
<b>Alt + S</b>	Share screen.
<b>Alt + R</b>	Start/Stop recording.
<b>Spacebar</b>	Push-to-talk (when muted).
<b>Breakout Rooms</b>	Facilitate small group discussions.
<b>Virtual Backgrounds</b>	Customize your background.
<b>Polling</b>	Engage audience.