

CRISTAL COMPUTER SHORTCUT KEYS

CRISTAL PRODUCT

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“CRISTAL COMPUTER SHORTCUT KEYS”

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GENERAL SHORTCUT KEYS

- Alt + F ➤ File menu options in current program.
 - Alt + E ➤ Edit options in current program
 - F1 ➤ Universal Help in almost every Windows program.
 - Ctrl + A ➤ Select all text.
 - Ctrl + F ➤ Open find window for current document or window.
 - Ctrl + S ➤ Save current document file.
 - Ctrl + X ➤ Cut selected item.
 - Shift + Del ➤ Cut selected item.
 - Ctrl + C ➤ Copy selected item.
 - Ctrl + Ins ➤ Copy selected item
 - Ctrl + V ➤ Paste
 - Shift + Ins ➤ Paste
 - Ctrl + P ➤ Print the current page or document.
 - Home ➤ Goes to beginning of current line.
 - Ctrl + Home ➤ Goes to beginning of document.
 - End ➤ Goes to end of current line.
 - Ctrl + End ➤ Goes to end of document.
 - Shift + Home ➤ Highlights from current position to beginning of line.
 - Shift + End ➤ Highlights from current position to end of line.
 - Ctrl + Left arrow ➤ Moves one word to the left at a time.
 - Ctrl + Right arrow ➤ Moves one word to the right at a time.
-

- | | |
|---------------|--|
| ➤ Ctrl+N | ➤ Open a new window |
| ➤ Ctrl+T | ➤ Open a new tab (if your browser supports tabs) |
| ➤ Ctrl+W | ➤ Close the current window/tab |
| ➤ Ctrl+R | ➤ Refresh |
| ➤ Esc | ➤ Stop |
| ➤ Alt+← | ➤ Back |
| ➤ Alt+→ | ➤ Forward |
| ➤ PageUp | ➤ Move up a page |
| ➤ PageDown | ➤ Move down a page |
| ➤ Alt+Home | ➤ Go to your homepage |
| ➤ Alt+D | ➤ Move focus to the address bar to type in a URL |
| ➤ Ctrl+Enter | ➤ Add "http://www." and ".com" around an address |
| ➤ MiddleClick | ➤ Middle-clicking a tab will close it, even if it's not the active tab |

Scenario: Open a website in a new window

1. Ctrl+N to open a new window
2. Alt+D to bring you to the address bar
3. Type the address without the "http://www." or the ".com" (for example, "microsoft" instead of "http://www.microsoft.com")
4. Press Ctrl+Enter to add in the "http://www." and the ".com"

Editing Text

Shortcut Keys

- | | |
|----------|--------------------------------------|
| ➤ Ctrl+B | ➤ Bold the selected text bold |
| ➤ Ctrl+I | ➤ Italicize the selected text italic |

- Ctrl+U ➤ Underline the selected text
- Ctrl+Backspace ➤ Delete the previous word
- Ctrl+Del ➤ Delete the next word
- Ctrl+F ➤ Find some text in the current document
- Ctrl+Z ➤ Undo your last action

Scenario: Bold some text you are about to type

1. Ctrl+B to turn on the bold feature
2. Type the text you want to be bold
3. Ctrl+B to turn off the bold feature

Moving the Cursor and Selecting Text

Pay close attention to these! These shortcut keys can be used in almost all text editors, like Notepad, your instant messaging program, and any text input dialog boxes in Windows.

Moving the Cursor

- PageUp ➤ Move the cursor up a page
- PageDown ➤ Move the cursor down a page
- Home ➤ Move the cursor to the beginning of the line
- End ➤ Move the cursor to the end of the line
- Ctrl+Home ➤ Move the cursor to the beginning of the document
- Ctrl+End ➤ Move the cursor to the end of the document
- Ctrl+← ➤ Move the cursor left one word
- Ctrl+→ ➤ Move the cursor right one word

The shortcut keys for selecting text are directly related to those that move the cursor around. Just add a Shift:

Selecting Text

- Shift+PageUp ➤ Select everything between the cursor and a page previous

- Shift+PageDown ➤ Select everything between the cursor and a page after
- Shift+Home ➤ Select everything between the cursor and the beginning of the line
- Shift+End ➤ Select everything between the cursor and the end of the line
- Shift+Ctrl+Home ➤ Select everything between the cursor and the beginning of the document
- Shift+Ctrl+End ➤ Select everything between the cursor and the end of the document
- Shift+Ctrl+← ➤ Select the word to the left
- Shift+Ctrl+→ ➤ Select the word to the right

Scenario: Selecting A Line Of Text

1. Home to move the cursor to the beginning of the line
2. Shift-End to move the cursor to the end of the line and select everything along the way

Using the Clipboard

- Ctrl+C ➤ Copy what's selected
- Ctrl+X ➤ Cut what's selected
- Ctrl+V ➤ Paste what you last copied or cut
- Ctrl+A ➤ Select all

Documents and Files

- Ctrl+N ➤ Create a new document
- Ctrl+O ➤ Open an existing document
- Ctrl+W ➤ Close the current document
- Ctrl+S ➤ Saves the current document
- Ctrl+P ➤ Print the current document

Windows 7 Shortcut Keys

Using the Clipboard

- Ctrl+C ➤ Copy what's selected
- Ctrl+X ➤ Cut what's selected
- Ctrl+V ➤ Paste what you last copied or cut
- Ctrl+A ➤ Select all

Documents and Files

- Ctrl+N ➤ Create a new document
- Ctrl+O ➤ Open an existing document
- Ctrl+W ➤ Close the current document
- Ctrl+S ➤ Saves the current document
- Ctrl+P ➤ Print the current document

Windows

- Alt+F4 ➤ Exit the active window
- Alt+Tab ➤ Switch to the previous active window
- Alt+Esc ➤ Cycle through all open windows
- Win+D ➤ Show desktop (hit it again to show windows)

Conclusion

- There are a huge amount of shortcut keys to take advantage of. Take it slow and learn 3 of these every few days. I recommend learning Ctrl+S to save files, Ctrl+C to copy what's selected, and Alt+Tab to switch between windows.
- -Ben

New in Windows 7

- The → symbol stands for the right arrow key, ← for the left arrow key, etc.
- Win+↑
 - Maximize the current window
- Win+↓
 - If the current window is maximized, restore it; if the current window is restored, minimize it
- Win+←
 - Dock the current window to the left half of the screen
 - *If it is already docked left, it is moved to the right half of the screen
 - *If it is already docked right, it is restored to its original size
- Win+→
 - Dock the current window to the right half of the screen
 - *If it is already docked right, it is moved to the left half of the screen
 - *If it is already docked left, it is restored to its original size
- Win+Shift+←
 - Move current window to the left monitor (with dual monitors)
- Win+Shift+→
 - Move current window to the right monitor (with dual monitors)
- Win+Home
 - Minimize all but the current window
- Win+Space
 - Peek at the desktop
- Win+[Plus sign]
 - Zoom in
- Win+[Minus sign]
 - Zoom out
- Win+P
 - Open the projection menu (generally used for laptops connected to projectors)
- Alt+P
 - In Explorer, show/hide the preview pane

Taskbar Modifiers (New in Windows 7)

- Shift+Click
- Ctrl+Click
- Middle Click
- Ctrl+Shift+Click
- Shift+Right-Click
- Open a new instance of the program
- Cycle between windows in a group
- Open a new instance of the program
- Open a new instance of the program as Administrator
- Show window menu

Managing Windows

- Alt+F4
- Alt+Tab
- Alt+Esc
- Win+Tab
- Ctrl+Win+Tab
- Win+T
- Win+M
- Win+Shift+M
- Win+D
- Win+↑
- Win+↓
- Win+←
- Close the active window
- Switch to previous active window
- Cycle through all open windows
- Flip 3D [\[more info\]](#)
- Persistent Flip 3D
- Cycle through applications on taskbar (showing its live preview)
- Minimize all open windows
- Undo all window minimization
- Toggle showing the desktop
- Maximize the current window
- If the current window is maximized, restore it; if the current window is restored, minimize it
- Dock the current window to the left half of the screen
 - *If it is already docked left, it is moved to the right half of the screen
 - *If it is already docked right, it is restored to its original size

- Win+→
 - Dock the current window to the right half of the screen
 - *If it is already docked right, it is moved to the left half of the screen
 - *If it is already docked left, it is restored to its original size
- Win+Shift+←
 - Move current window to the left monitor (with dual monitors)
- Win+Shift+→
 - Move current window to the right monitor (with dual monitors)
- Win+Home
 - Minimize all but the current window
- Win+Space
 - Peek at the desktop
- Win+[Plus sign]
 - Zoom in
- Win+[Minus sign]
 - Zoom out

Starting Programs

- Win+1
 - Open the first program on your Quick Launch bar
- Win+2
 - Open the second program on your Quick Launch bar
- Win+n
 - Open the nth program on your Quick Launch bar
- Win+U
 - Open the ease of access center
- Win+F
 - Open the search window
- Win+X
 - Open the Mobility Center
- Win+E
 - Open Explorer
- Win+R
 - Open the Run window
- Win+B
 - Move focus to notification tray (the right-most portion of the taskbar)
- Win+P
 - Open the projection menu (generally used for laptops connected to projectors)
- Win+Pause
 - Open the System Properties portion from the Control Panel
- Ctrl+Shift+Esc
 - Open Windows Task Manager

Logging In And Out

- While the below shortcuts seem unwieldy because of their length, they're quite easy to remember once you try them out a few times.
- Win, →, Enter ➤ Shutdown
- Win, →, →, R ➤ Restart
- Win, →, →, S ➤ Sleep
- Win, →, →, W ➤ Switch Users
- Win+L ➤ Locks computer

Viewing Folders With Explorer

- Alt+← ➤ Go back
- Alt+→ ➤ Go forward
- Alt+↑ ➤ Go up a directory
- Alt+D ➤ Move focus to address bar
- Alt+D, Tab ➤ Move focus to search bar
- Alt+Enter ➤ Open the Properties window of the current selection
- Ctrl+Mousewheel ➤ Change the view type (extra large, small, list view, detail, etc.)
- Alt+P ➤ Show/hide the preview pane

- Alt+F4 ➤ Exit the active window
- Alt+Tab ➤ Switch to the previous active window
- Alt+Esc ➤ Cycle through all open windows
- Win+D ➤ Show desktop (hit it again to show windows)

Windows 8

Windows 8 Shortcut Keys with

Windows (Start button) keys

- Windows key (Start Button) (Start Button): Switch between Modern Desktop Start screen and the last accessed application
- Windows key (Start Button) (Start Button) + C: For Access the charms bar
- Windows key (Start Button) + Tab: Access to the Modern Desktop Taskbar
- Windows key (Start Button) + I: For Access the PC Settings
- Windows key (Start Button) + H: For Access the Share Options
- Windows key (Start Button) + K: For Access the Devices
- Windows key (Start Button) + Q: For Apps Search screen
- Windows key (Start Button) + F: For File Search screen
- Windows key (Start Button) + W: For search Settings
- Windows key (Start Button) + P: To select Projector Screen
- Windows key (Start Button) + Z: For bring up the Application Bar
- Windows key (Start Button) + X: For Windows Tools Menu
- Windows key (Start Button) + O: For Lock screen orientation
- Windows key (Start Button) + . : For split the screen in right
- Windows key (Start Button) + Shift + . : For split the screen in left
- Windows key (Start Button) + V: To View active Notifications
- Windows key (Start Button) + Shift + V: To View active Notifications in Reverse order
- Windows key (Start Button) + PrtScn: For taking Screen shot and save automatically in Pictures
- Windows key (Start Button) + Enter: To Launch Narrator
- Windows key (Start Button) + E: To Open My Computer
- Windows key (Start Button) + R: To Open the Run dialog box

- Windows key (Start Button) + U: To Open Ease of Access Centre
- Windows key (Start Button) + Ctrl + F: To Open Find Computers dialog box
- Windows key (Start Button) + Pause/Break: To Open the System page
- Windows key (Start Button) + 1..10: Launch a program pinned On the taskbar
- Windows key (Start Button) + Shift + 1..10: Launch a new instance of a program pinned on the Taskbar
- Windows key (Start Button) + Ctrl + 1..10: To Access the last active instance of a program pinned on the Taskbar.
- Windows key (Start Button) + Alt + 1..10: To Access the Jump List of a program pinned on the Taskbar.
- Windows key (Start Button) + B: Select the first item in the Notification Area and then use the arrow keys to cycle through the items Press Enter to open the selected item
- Windows key (Start Button) + Ctrl + B: Access the program that is displaying a message in the Notification Area
- Windows key (Start Button) + T: Cycle through the items on the Taskbar
- Windows key (Start Button) + M: To Minimize all active windows Windows key (Start Button) + Shift + M: To Restore all active minimized windows
- Windows key (Start Button) + D: To Show/Hide Desktop (minimize/restore all windows)
- Windows key (Start Button) + L: To Lock computer
- Windows key (Start Button) + Up Arrow: To Maximize current window
- Windows key (Start Button) + To Down Arrow: Minimize/restore current window
- Windows key (Start Button) + Home: To Minimize all but the current window
- Windows key (Start Button) + Left Arrow: To Tile window on the left side of the screen
- Windows key (Start Button) + Right Arrow: To Tile window on the right side of the screen
- Windows key (Start Button) + Shift + Up Arrow: To Extend current window from the top to the bottom of the screen
- Windows key (Start Button) + Shift + Left/Right Arrow: To Move the current window from one monitor to the next

Windows 8 Shortcut Keys with ALT Keys

- Alt: For displaying the hidden menu bar

- Alt+ D: To select the address bar
- Alt + Shift + Tab: To Cycle backward through window
- Alt + F: To open the shutdown windows and close active windows
- Alt + Spacebar: To access the current windows shortcut windows
- Alt + F4: To close current application
- Alt + Enter: To open the property dialog box
- Alt + Left Arrow: To Display the previous folders
- Alt + Right Arrow: To Display the next folders

Windows 8 Shortcut Keys with CTRL keys

- Shift + Delete: To delete permanently
- Shift + Click: To Select a consecutive group of items
- Shift + Click on a Taskbar button: Launch a new instance of a program
- Ctrl + A: For Select all of the content
- Ctrl + C: for Copy the selected content
- Ctrl + X: For Cut the selected content
- Ctrl + V: For paste the copied content
- Ctrl + D: For Delete the selected content
- Ctrl + Z: Undo
- Ctrl + Y: Redo
- Ctrl + N: To Open a new window
- Ctrl + W: To Close current window
- Ctrl + Shift + N: To Create new folder
- Ctrl + Shift + Esc: To Open the active Windows Task Manager
- Ctrl + Alt + Delete: To Access the Windows Security Settings Screen
- Ctrl + Tab: To Move forward through tabs
- Ctrl + Shift + Tab: Move backward through tabs

Windows 8 Shortcut Keys with F keys

- F1: To Display Windows Help menu
- F2: Shortcut to Rename a file
- F3: Shortcut to Open Search
- F4: Shortcut to Display the Address Bar list
- F5: Shortcut to Refresh display
- F6: Shortcut to Cycle forward through elements in a window or dialog box
- F7: Shortcut to Display command history in a Command Prompt
- F10: Shortcut to Display hidden Menu Bar
- F11: Shortcut to Toggle full screen display

Other Windows 8 Shortcut Keys

- Page Up: To page up
- Page Down: To page Down
- Esc: To Close a charm
- Ctrl + Esc: To Switch between Modern Desktop Start screen
- PrtScn: To take the screen shot of the current screen
- Home: Move to the top of the windows
- End: Move to the bottom of the window
- Delete: To delete the selected content
- Esc: Close a current active dialog box
- Press Shift 5 times to turn Sticky Keys off or on
- Hold down right Shift for 8 seconds to turn Filter Keys off or on
- Hold down NUM Lock for 5 seconds to Turn Toggle Keys off or on

TALLY 9

- **ALT + 2 :-** to duplicate a voucher
- **ALT + A :-** to add a voucher / to alter the column in columnar report
- **ALT + C :-** to create a master at a voucher screen (if it has not been already Assigned a different function, as in reports like balance sheet, where it Adds a new column to the report)
To access auto value calculator in the amount field during voucher entry
- **ALT + D :-** to delete a voucher
To delete accounting or inventory master which is not used by any Voucher or elsewhere in the alteration mode.
To delete a column in any columnar report
- **ALT + E :-** to export the report in ascii, html or xml format
- **ALT + I :-** to insert a voucher
To toggle between item and accounting invoice
- **ALT + N :-** to view the report in automatic columns (multiple columns at all Reports, trial balance, cash/bank books, group summary & journal Register
- **ALT + P :-** to print the report
- **ALT + R :-** to remove a line in a report
- **ALT + S :-** to bring back a line you removed using alt + r
- **ALT + U :-** to retrieve the last line which is deleted using alt + r
- **ALT + W :-** to view the tally web browser.
- **ALT + X :-** to cancel a voucher in day book/list of vouchers
- **ALT + Y :-** to register tally
- **CTRL + A :-** to accept a form – wherever you use this key combination, that screen Or report gets accepted as it is.
- **CTRL + ALT + B :-** to check the company statutory details
- **CTRL + G :-** to select the group
- **CTRL + ALT + I :-** to import statutory masters
- **CTRL + Q :-** to abandon a form – wherever you use this key combination, it quits that screen without making any changes to it.
- **CTRL + ALT + R :-** rewrite data for a company
- **ALT + H :-** tally's online context-sensitive help shortcut
- **ALT + F2 :-** maintain date for multiple years by changing period on gateway of tally / change of period for setting period
- **CTRL + M :-** switches to main area of tally screen
- **CTRL + N :-** switches to calculator / odbc section of tally screen
- **ALT + R :-** recalls the last narration saved for the first ledger in the voucher, irrespective of the voucher type
- **CTRL + R :-** to repeat narration in the same voucher type irrespective of ledger account

- **CTRL + T :-** to mark any voucher as post dated voucher
- **ALT + D :-** to delete any voucher in day book/ deleting
- **ALT + O :-** to upload the report at your website
- **ALT + M :-** to email the report
- **ALT + F1 :-** to close a company (at all menu screens)
To view detailed report (report screens)
To explore a line into its details (at almost all screens)
- **ALT + F3 :-** to select the company info menu (at gateway of tally screen)
To create/ alter / shut a company (at gateway of tally screen)
- **ALT + F5 :-** to view sales and purchase register summary on a quarterly basis
- **ALT + F12 :-** to view the filters screen where the range of information can be specified
- **ALT + Z :-** to zoom
- **CTRL + ALT + C :-** to copy the text from tally (at creation and alternation screens)
- **CTRL + ALT + V :-** to paste the text from tally (at creation and alternation screens)
- **SHIFT + ENTER :-** to view the next level of details and / or condense the next level of details
- **F2 :-** change the date
- **F4 :-** contra voucher
(all voucher creation and alteration screens)
To view list of groups (reports groups summary, group voucher screens ,
Cash/ bank summary
- **F5 :-** to select payment voucher
To switch between grouped and ledger-wise display
- **F6 :-** to select receipt voucher
- **F7 :-** to select journal voucher
- **F8 :-** to select sales voucher
- **CTRL + F8 :-** to select credit note voucher
- **F9 :-** to select purchase voucher
Inventory reports (stock report screen)
- **CTRL + F9 :-** to select debit note voucher
- **F10 :-** navigate between accounting reports
- **F11:-** modify company features specific to current company only
- **F12:-** master configurations, which will affect all companies in same data directory.

Inventory vouchers shortcut keys

- **ALT + F4 :-** purchase order voucher
- **ALT + F5 :-** sales order voucher
- **CTRL + F6 :-** rejection in
- **ALT + F7 :-** stock journal / manufacturing journal
- **ALT + F8 :-** delivery note
- **ALT + F9 :-** receipt note
- **ALT + F10 :-** physical stock
- **ESC :-** to remove what you typed into a field
To come out of a screen
To indicate you do not want to accept a voucher or ledger

M.S. EXCEL

❖ PROTECT SHEET

Press to **ALT + R, P, S**

Later give to password

Before weather press to **ALT +R, P ,S**

Later give to password

- Add to row :- **CTRL + R and ENTER**
And add to row to press f4
And remove to row to press **CTRL + Z**
(F4 :- LAST PROCCESING)
- Last to cell :- **CTRL + DOWN ARO**
- First to cell :- **CTRL + UP ARO**
- Side last to cell :- **CTRL + LAFT ARO**
- Side first to cell :- **CTRL + RIGHT ARO**

CTRL combination shortcut keys

Key	Description
➤ CTRL+PgUp	➤ Switches between worksheet tabs, from left-to-right.
➤ CTRL+PgDn	➤ Switches between worksheet tabs, from right-to-left.
➤ CTRL+SHIFT+(	➤ Unhides any hidden rows within the selection.
➤ CTRL+SHIFT+)	➤ Unhides any hidden columns within the selection.
➤ CTRL+SHIFT+&	➤ Applies the outline border to the selected cells.
➤ CTRL+SHIFT_	➤ Removes the outline border from the selected cells.
➤ CTRL+SHIFT+~	➤ Applies the General number format.
➤ CTRL+SHIFT+\$	➤ Applies the Currency format with two decimal places (negative numbers in parentheses).
➤ CTRL+SHIFT+%	➤ Applies the Percentage format with no decimal places.
➤ CTRL+SHIFT+^	➤ Applies the Exponential number format with two decimal places.
➤ CTRL+SHIFT+#	➤ Applies the Date format with the day, month, and year.
➤ CTRL+SHIFT+@	➤ Applies the Time format with the hour and minute, and AM or PM.
➤ CTRL+SHIFT+!	➤ Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.
➤ CTRL+SHIFT+*	➤ Selects the current region around the active cell (the data area enclosed by blank rows and blank columns). ➤ In a PivotTable, it selects the entire PivotTable report.

- CTRL+SHIFT+: Enters the current time.
- CTRL+SHIFT+": Copies the value from the cell above the active cell into the cell or the Formula Bar.
- CTRL+SHIFT+Plus (+): Displays the **Insert** dialog box to insert blank cells.
- CTRL+Minus (-): Displays the **Delete** dialog box to delete the selected cells.
- CTRL+;: Enters the current date.
- CTRL+`: Alternates between displaying cell values and displaying formulas in the worksheet.
- CTRL+' : Copies a formula from the cell above the active cell into the cell or the Formula Bar.
- CTRL+1: Displays the **Format Cells** dialog box.
- CTRL+2: Applies or removes bold formatting.
- CTRL+3: Applies or removes italic formatting.
- CTRL+4: Applies or removes underlining.
- CTRL+5: Applies or removes strikethrough.
- CTRL+6: Alternates between hiding objects, displaying objects, and displaying placeholders for objects.
- :
- CTRL+8: Displays or hides the outline symbols.
- CTRL+9: Hides the selected rows.
- CTRL+0: Hides the selected columns.
- : Selects the entire worksheet.
- : If the worksheet contains data, CTRL+A selects the current region. Pressing CTRL+A a second time selects the current region and its summary rows. Pressing CTRL+A a third time selects the entire worksheet.
- CTRL+A: When the insertion point is to the right of a function name in a formula, displays the **Function Arguments** dialog box.
- : CTRL+SHIFT+A inserts the argument names and parentheses when the insertion point is to the right of a function name in a formula.
- CTRL+B: Applies or removes bold formatting.
- : Copies the selected cells.
- CTRL+C: CTRL+C followed by another CTRL+C displays the Clipboard.
- :
- CTRL+D: Uses the **Fill Down** command to copy the contents and format of the topmost cell of a selected range into the cells below.
- : Displays the **Find and Replace** dialog box, with the **Find** tab selected.
- : SHIFT+F5 also displays this tab, while SHIFT+F4 repeats the last **Find** action.
- CTRL+F: CTRL+SHIFT+F opens the **Format Cells** dialog box with the **Font** tab selected.
- :
- CTRL+G: Displays the **Go To** dialog box.

- F5 also displays this dialog box.
- CTRL+H
- CTRL+I
- CTRL+K
- CTRL+N
- CTRL+O
- CTRL+P
- CTRL+R
- CTRL+S
- CTRL+T
- CTRL+U
- CTRL+V
- CTRL+W
- CTRL+X
- CTRL+Y
- CTRL+Z
- Displays the **Find and Replace** dialog box, with the **Replace** tab selected.
- Applies or removes italic formatting.
- Displays the **Insert Hyperlink** dialog box for new hyperlinks or the **Edit Hyperlink** dialog box for selected existing hyperlinks.
- Creates a new, blank workbook.
- Displays the **Open** dialog box to open or find a file.
- CTRL+SHIFT+O selects all cells that contain comments.
- Displays the **Print** dialog box.
- CTRL+SHIFT+P opens the **Format Cells** dialog box with the **Font** tab selected.
- Uses the **Fill Right** command to copy the contents and format of the leftmost cell of a selected range into the cells to the right.
- Saves the active file with its current file name, location, and file format.
- Displays the **Create Table** dialog box.
- Applies or removes underlining.
- CTRL+SHIFT+U switches between expanding and collapsing of the formula bar.
- Inserts the contents of the Clipboard at the insertion point and replaces any selection. Available only after you have cut or copied an object, text, or cell contents.
- CTRL+ALT+V displays the **Paste Special** dialog box. Available only after you have cut or copied an object, text, or cell contents on a worksheet or in another program.
- Closes the selected workbook window.
- Cuts the selected cells.
- Repeats the last command or action, if possible.
- Uses the **Undo** command to reverse the last command or to delete the last entry that you typed.
- CTRL+SHIFT+Z uses the **Undo** or **Redo** command to reverse or restore the last automatic correction when AutoCorrect Smart Tags are displayed.

Function keys

Key	Description
➤ F1	➤ Displays the Microsoft Office Excel Help task pane. ➤ CTRL+F1 displays or hides the Ribbon, a component of the Microsoft Office Fluent user interface. ➤ ALT+F1 creates a chart of the data in the current range. ➤ ALT+SHIFT+F1 inserts a new worksheet.
➤ F2	➤ Edits the active cell and positions the insertion point at the end of the cell contents. It also moves the insertion point into the Formula Bar when editing in a cell is turned off. ➤ SHIFT+F2 adds or edits a cell comment. ➤ CTRL+F2 displays the Print Preview window.
➤ F3	➤ Displays the Paste Name dialog box. ➤ SHIFT+F3 displays the Insert Function dialog box.
➤ F4	➤ Repeats the last command or action, if possible. ➤ When a cell reference or range is selected in a formula, F4 cycles through the various combinations of absolute and relative references. ➤ CTRL+F4 closes the selected workbook window.
➤ F5	➤ Displays the Go To dialog box. ➤ CTRL+F5 restores the window size of the selected workbook window.
➤ F6	➤ Switches between the worksheet, Ribbon, task pane, and Zoom controls. In a worksheet that has been split (View menu, Manage This Window, Freeze Panes, Split Window command), F6 includes the split panes when switching between panes and the Ribbon area. ➤ SHIFT+F6 switches between the worksheet, Zoom controls, task pane, and Ribbon. ➤ CTRL+F6 switches to the next workbook window when more than one workbook window is open.
➤ F7	➤ Displays the Spelling dialog box to check spelling in the active worksheet or selected range. ➤ CTRL+F7 performs the Move command on the workbook window when it is not maximized. Use the arrow keys to move the window, and when finished press ENTER, or ESC to cancel.
➤ F8	➤ Turns extend mode on or off. In extend mode, Extended Selection appears in the status line, and the arrow keys extend the selection. ➤ SHIFT+F8 enables you to add a nonadjacent cell or range to a selection of cells by using the arrow keys. ➤ CTRL+F8 performs the Size command (on the Control menu for the workbook window) when a workbook is not maximized. ➤ ALT+F8 displays the Macro dialog box to create, run, edit, or delete a macro.

- Calculates all worksheets in all open workbooks.
- SHIFT+F9 calculates the active worksheet.
- CTRL+ALT+F9 calculates all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.
- CTRL+ALT+SHIFT+F9 rechecks dependent formulas, and then calculates all cells in all open workbooks, including cells not marked as needing to be calculated.
- CTRL+F9 minimizes a workbook window to an icon.
- Turns key tips on or off.
- SHIFT+F10 displays the shortcut menu for a selected item.
- ALT+SHIFT+F10 displays the menu or message for a smart tag. If more than one smart tag is present, it switches to the next smart tag and displays its menu or message.
- CTRL+F10 maximizes or restores the selected workbook window.
- Creates a chart of the data in the current range.
- SHIFT+F11 inserts a new worksheet.
- ALT+F11 opens the Microsoft Visual Basic Editor, in which you can create a macro by using Visual Basic for Applications (VBA).
- Displays the **Save As** dialog box.

Key	Description
➤ ARROW KEYS	➤ Move one cell up, down, left, or right in a worksheet. ➤ CTRL+ARROW KEY moves to the edge of the current data_region in a worksheet. ➤ SHIFT+ARROW KEY extends the selection of cells by one cell. ➤ CTRL+SHIFT+ARROW KEY extends the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, extends the selection to the next nonblank cell. ➤ LEFT ARROW or RIGHT ARROW selects the tab to the left or right when the Ribbon is selected. When a submenu is open or selected, these arrow keys switch between the main menu and the submenu. When a Ribbon tab is selected, these keys navigate the tab buttons. ➤ DOWN ARROW or UP ARROW selects the next or previous command when a menu or submenu is open. When a Ribbon tab is selected, these keys navigate up or down the tab group. ➤ In a dialog box, arrow keys move between options in an open drop-down list, or between options in a group of options. ➤ DOWN ARROW or ALT+DOWN ARROW opens a selected drop-down list.
➤ BACKSPACE	➤ Deletes one character to the left in the Formula Bar. ➤ Also clears the content of the active cell. ➤ In cell editing mode, it deletes the character to the left of the insertion point.
➤ DELETE	➤ Removes the cell contents (data and formulas) from selected cells without affecting cell formats or comments.

- In cell editing mode, it deletes the character to the right of the insertion point.
- Moves to the cell in the lower-right corner of the window when SCROLL LOCK is turned on.
- Also selects the last command on the menu when a menu or submenu is visible.
- CTRL+END moves to the last cell on a worksheet, in the lowest used row of the rightmost used column. If the cursor is in the formula bar, CTRL+END moves the cursor to the end of the text.
- CTRL+SHIFT+END extends the selection of cells to the last used cell on the worksheet (lower-right corner). If the cursor is in the formula bar, CTRL+SHIFT+END selects all text in the formula bar from the cursor position to the end—this does not affect the height of the formula bar.
- END
- Completes a cell entry from the cell or the Formula Bar, and selects the cell below (by default).
- In a data form, it moves to the first field in the next record.
- Opens a selected menu (press F10 to activate the menu bar) or performs the action for a selected command.
- ENTER
- In a dialog box, it performs the action for the default command button in the dialog box (the button with the bold outline, often the **OK** button).
- ALT+ENTER starts a new line in the same cell.
- CTRL+ENTER fills the selected cell range with the current entry.
- SHIFT+ENTER completes a cell entry and selects the cell above.
- Cancels an entry in the cell or Formula Bar.
- Closes an open menu or submenu, dialog box, or message window.
- ESC
- It also closes full screen mode when this mode has been applied, and returns to normal screen mode to display the Ribbon and status bar again.
- Moves to the beginning of a row in a worksheet.
- Moves to the cell in the upper-left corner of the window when SCROLL LOCK is turned on.
- Selects the first command on the menu when a menu or submenu is visible.
- CTRL+HOME moves to the beginning of a worksheet.
- CTRL+SHIFT+HOME extends the selection of cells to the beginning of the worksheet.
- HOME
- Moves one screen down in a worksheet.
- ALT+PAGE DOWN moves one screen to the right in a worksheet.
- CTRL+PAGE DOWN moves to the next sheet in a workbook.
- CTRL+SHIFT+PAGE DOWN selects the current and next sheet in a workbook.
- PAGE DOWN
- Moves one screen up in a worksheet.
- ALT+PAGE UP moves one screen to the left in a worksheet.
- CTRL+PAGE UP moves to the previous sheet in a workbook.
- CTRL+SHIFT+PAGE UP selects the current and previous sheet in a
- PAGE UP

workbook.

- SPACEBAR
 - In a dialog box, performs the action for the selected button, or selects or clears a check box.
 - CTRL+SPACEBAR selects an entire column in a worksheet.
 - SHIFT+SPACEBAR selects an entire row in a worksheet.
 - CTRL+SHIFT+SPACEBAR selects the entire worksheet.
 - If the worksheet contains data, CTRL+SHIFT+SPACEBAR selects the current region. Pressing CTRL+SHIFT+SPACEBAR a second time selects the current region and its summary rows. Pressing CTRL+SHIFT+SPACEBAR a third time selects the entire worksheet.
 - When an object is selected, CTRL+SHIFT+SPACEBAR selects all objects on a worksheet.
 - ALT+SPACEBAR displays the **Control** menu for the Microsoft Office Excel window.
 - TAB
 - Moves one cell to the right in a worksheet.
 - Moves between unlocked cells in a protected worksheet.
 - Moves to the next option or option group in a dialog box.
 - SHIFT+TAB moves to the previous cell in a worksheet or the previous option in a dialog box.
 - CTRL+TAB switches to the next tab in dialog box.
 - CTRL+SHIFT+TAB switches to the previous tab in a dialog box.
-

M.S.WORD

Shortcuts keys

- Ctrl+n
- Ctrl+o
- Ctrl+w
- Ctrl+s
- F12
- Ctrl+p
- Ctrl+F6
- Alt, then f, r
- Create new document
- Open document
- Close document
- Save document
- Save document as
- Print document/ print preview
- Switch between multiple Word documents
- Open Recent (file, recent)

2. Navigate within Documents

- Arrow Left/Arrow Right
- Ctrl+Arrow Left/Ctrl+Arrow Right
- End/Home
- Arrow Down/Arrow Up
- Ctrl+Arrow Down/ Ctrl+Arrow Up
- Page Down/Page Up
- Alt+Ctrl+Page Down/ Alt+Ctrl+Page Up
- Ctrl+End/Ctrl+Home
- F6
- Ctrl+g or f5
- Alt+Ctrl+z
- Shift+F5
- Ctrl+Shift+F5
- Jump one character to the left / to the right
- Jump one word to the left / to the right
- Jump to the end of a line / beginning of a line
- Jump one line down / one line down
- Jump one paragraph down / one paragraph up
- Jump one screen down/ one screen up
- Jump to top / to bottom of visible window
- Jump to end / to beginning of document
- Cycle through Ribbon/open panes/Status Bar/document window
- Go to a page, bookmark, footnote, table, comment, graphic, or other location
- Go back to previously edited location in document (up to 4 places)
- Go to a the last change or revision. Also works after opening document.
- Set, go to and edit bookmarks

- Alt+Ctrl+Home
- Ctrl+Page Down/Ctrl+Page Up
- Set Browse Options. Press the arrow keys to select an option, and then press enter to browse through a document by using the selected option
- Move to next / move to previous browser object as set in Browse Options

Dialog boxes

- Tab
- Shift+Tab
- Ctrl+Tab
- Ctrl+Shift+Tab
- Alt+underlined letter
- Cycle forward through all options and elements
- Cycle backwards through all options and elements
- Cycle forward through available pages
- Cycle backwards through available pages
- Selects the option indicated by the letter

3. Select Text

- Shift+Arrow Right/ Shift+Arrow Left
- Ctrl+Shift+Arrow Right/ Ctrl+Shift+Arrow Left
- Shift+End/Shift+Home
- Shift+Arrow Down/ Shift+Arrow Up
- Shift+Page Down/ Shift+Page Up
- Ctrl+Shift+End/ Ctrl+Shift+Home
- Alt+Ctrl+Shift+Page Down/ Alt+Ctrl+Shift+Page Up
- Ctrl+a
- Arrow Keys
- F8
- Arrow keys , Page up/Page down
- F8
- Shift+F8
- Extend selection one character to the right / to the left
- Extend selection one word to the right / to the left
- Extend selection to the end / to beginning of a line
- Extend selection one line down / one line up
- Extend selection one screen down / one screen up
- Extend selection to end / to beginning of document
- Extend selection to end / to beginning of visible window
- Extend selection to entire document
- Cancel selection and return to beginning / to end of selection
- Turn Extend Mode on: Extend selection without pressing shift
- Extend selection in Extended Mode:
- Extend selection further by word, paragraph, document in Extended Mode
- Reduce the size of a selection in Extended

- Ctrl+Shift+f8, and arrow keys
- Esc
- F8

Mode

- Select a vertical block of text in Extended Mode
- Turn extend mode off
- Extend a selection to a specific location in a document

4. Undo, Copy and Paste

- Ctrl+z
- Ctrl+y
- Ctrl+c
- Ctrl+x
- Ctrl+v
- Ctrl+Shift+c
- Ctrl+Shift+v
- Ctrl+Alt+v
- Ctrl+v, then Ctrl, then k
- Ctrl+v, then Ctrl, then t
- Ctrl+F3
- Ctrl+Shift+F3
- F3
- Alt+Shift+r
- Undo the last action
- Redo the last action
- Copy selected text or object
- Cut selected text or object
- Paste selected text or object
- Copy text format
- Paste text format
- Paste special
- Paste and keep Source Formatting
- Paste and keep Text only
- Cut to the Spike (separate clipboard)
- Paste from the Spike
- Paste AutoText (after start typing)
- Copy the header or footer from previous section of the document

5. Edit Documents

Insert Special Characters

- Alt+Ctrl+c
- Alt+Ctrl+r
- Alt+Ctrl+t
- Alt+Ctrl+. (Period)
- Alt+Ctrl+-
- Alt+Ctrl+[+]
- Alt, then n,u
- ' or Ctrl+2x`
- Ctrl+2x '
- Type character code and press Alt+x
- Select character and press alt+x
- Alt+character code on numeric keyboard
- Insert copyright symbol
- Insert registered trademark symbol
- Insert trademark symbol
- Insert horizontal ellipsis (...)
- Insert em dash
- Insert en dash
- Insert Symbol (insert menu)
- Insert single opening quotation mark
- Insert single closing quotation mark
- Insert Unicode character, e.g. 20ac
- Transform character to Unicode
- Insert ANSI character

Insert Breaks

- Enter
- Shift+Enter
- Ctrl+Enter
- Ctrl+Shift+Enter
- Ctrl+Shift+Space
- Ctrl+Shift+- (Hyphen)
- Ctrl+-
- Insert paragraph break
- Insert line break without breaking paragraph
- Insert page break
- Insert column break (break table)
- Insert nonbreaking space
- Insert nonbreaking hyphen
- Insert optional hyphen

Insert Text Elements

- Alt+Ctrl+f
- Alt+Ctrl+d
- Ctrl+k
- Alt+Shift+i
- Alt+Shift+x
- Insert a footnote
- Insert an endnote
- Insert a hyperlink
- Insert Citation Mark
- Insert Index Mark

Move and Delete Text

- F2, then move to position and press Enter
- Shift+F2, then move to position and press Enter
- Delete/Backspace
- Ctrl+Delete/Ctrl+Backspace
- Delete
- Ctrl+Shift+</Ctrl+Shift+>
- Move selected text to different position
- Copy selected text to different position
- Delete one character to the right / to the left (or delete selection)
- Delete one word to the right / to the left
- Delete one character to the right or delete selection
- Decrease / Increase font size one value

6. Formats

Format Text

- Ctrl+d or Ctrl+Shift+k
- Ctrl+Shift+</Ctrl+Shift+>
- Ctrl+[/Ctrl+]
- Ctrl+b
- Ctrl+i
- Ctrl+u
- Ctrl+=
- Open the Font dialog box
- Decrease / Increase font size one value
- Decrease / Increase font size one point
- Apply/remove bold
- Apply/remove italic
- Apply/remove underline
- Apply/remove subscript

- Ctrl+Shift+=
- Ctrl+Shift+C
- Ctrl+Shift+V
- Ctrl+Shift+d
- Ctrl+Shift+w
- Ctrl+Shift+h
- Ctrl+Shift+a
- Ctrl+Shift+k
- Shift+F3
- Ctrl+d, then Alt+k and enter
- Ctrl+Shift+q
- Shift+F1
- Ctrl+Alt+H
- Apply/remove superscript
- Copy formatting
- Paste formatting
- Apply/remove double-underline
- Apply/remove words underline (only words, no spaces)
- Apply/remove hidden formatting
- Apply/remove all capitals
- Apply/remove small capitals
- Change between all upper-, first letter upper- and all lower-case
- Apply strike-through formatting (font dialog)
- Change the selection to the Symbol font
- Reveal Formatting (show all formats of selection)
- Apply/remove Highlight Text Feature

Format Paragraphs

- Ctrl+r
- Ctrl+l
- Ctrl+e
- Ctrl+j
- Ctrl+m/Ctrl+Shift+m
- Ctrl+T
- Ctrl+Shift+T
- Ctrl+1
- Ctrl+2
- Ctrl+5
- Ctrl+0 (zero)
- Right-align paragraph
- Left-align paragraph
- Center-align paragraph
- Justify-align paragraph
- Indent paragraph from the left and increase / decrease indent
- Increase hanging indent
- Decrease hanging indent
- Set line-spacing to single-space
- Set line-spacing to double-space
- Set line-spacing to 1.5
- Add or remove one line space preceding a paragraph

Styles

- Alt+Ctrl+Shift+s
- Alt+Ctrl+1
- Alt+Ctrl+2
- Alt+Ctrl+3
- Alt+Shift+Arrow Right/
Alt+Shift+Arrow Left
- Ctrl+Space
- Ctrl+Shift+n
- Ctrl+Shift+s
- Open or close Styles task pane
- Apply Heading 1 style
- Apply Heading 2 style
- Apply Heading 3 style
- Promote / demote Headings
- Remove all manual styles
- Apply Normal style
- Open Apply Styles task pane (will not close with

pressing it a second time)

- Alt+Ctrl+k

- Start Auto Format

7. Search and Replace

- Ctrl+h
- Ctrl+h, then Alt+d
- Alt+Ctrl+y, or Shift+F4
- Ctrl+Tab
- Alt+Space, Arrow keys and Enter
- Esc
- Ctrl+f
- alt, then w,k
- Open traditional find and replace window
- Open traditional find window
- Repeat last find after closing find window
- Jump between find menu and document
- Move find menu window
- Close traditional search window if active
- Open (new) search menu in navigation task pane
- Open and close Navigation pane (View, Navigation)

8. Manage Word View

Switch Views

- Alt+Ctrl+p
- Alt+Ctrl+o
- Alt+Ctrl+n
- Ctrl+scroll mouse
- alt then w, q
- Alt+Ctrl+s
- Switch to Print Layout view
- Switch to Outline view
- Switch to Draft view (used to be normal view)
- Zoom in and zoom out
- Open Zoom Menu (no native shortcut exists for zoom in/ zoom out)
- Split the document window

Ribbons

- Ctrl+F1
- f10 or alt
- Esc
- Arrow Left/Arrow Right
- Arrow Keys
- space or enter
- Show or hide the ribbon
- Select item in Ribbon
- Leave Ribbon or Submenu
- Move left or right between main Ribbon Menus if active
- Move left/right/up/down between Ribbon Menus and Sub-Menus
- When in ribbon Open or activate selected item

Navigation Pane

- Alt, then w,k
- F6/Shift+F6
- Open and close Navigation pane (View, Navigation)
- With Navigation Pane open: Switch forward / backwards between (1)

Navigation Pane, (2) Bottom Taskbar, (3) Ribbon, and (4) Document

- Tab/Shift+Tab
- In Navigation Pane: Move through Navigation Pane options

9. Tables

Navigate in Tables

- Arrow Down/Arrow Up
- Tab/Shift+Tab
- Alt+Home/Alt+End
- Alt+Page Up/Alt+Page Down
- Ctrl+Arrow Left/Ctrl+Arrow Right
- Jump one row down / one row up
- Jump to (and select) next / previous table cell
- Jump to first column/ jump to last column
- Jump to first row / jump to last row
- One cell to the left / to the right

Select Table

Contents

- Shift+End
- end, then shift+Home
- Press and hold shift and press arrow keys repeatedly
- Ctrl+Shift+f8, then press
- Alt+5 on numeric keypad (with numLock off)
- Select current table cell
- Select content of current table cell
- Extend selection to adjacent cells
- Extend selection or block
- Select an entire table

Edit Tables

- Alt+Shift+Arrow Up/Alt+Shift+Arrow Down
- In first column, press shift+end
- In first row press alt+Shift+Page Down
- Shift+Del
- Shift+Del
- Alt, j, l, d, r
- Alt, j, l, d, c
- Alt, j, l, a
- Alt, j, l, e
- Alt, j, l, l
- Alt, j, l, r
- Ctrl+Tab
- Move current row up or down
- Select row*
- Select column
- Delete rows* with rows selected
- Delete columns with columns selected
- Delete row at cursor
- Delete column at cursor
- Insert row above cursor
- Insert row below cursor
- Insert column to the left of cursor
- Insert column to the right of cursor
- Insert tab character

- tab in last table cell
- Add row at the end
- *Make sure selection extends past the last column which is number of columns +1. Word shows the selection extended next to the last column.

10. Outline View

- Ctrl+Shift+o
- Tab/Shift+Tab
- Alt+Shift+Arrow Up/
Alt+Shift+Arrow Down
- Ctrl+Shift+n
- Alt+Shift++ / Alt+Shift+-
- Alt+Shift+a
- / key on the numeric keypad
- Alt+Shift+l
- Alt+Shift+1
- Alt+Shift+n
- Ctrl+Tab
- Switch to Outline View
- Promote / Demote a paragraph (or
Alt+Shift+Arrow Left/Arrow Right)
- Move selected paragraphs up / down
- Demote to body text (set style to normal)
- Expand / Collapse text under a heading
- Expand or collapse all text or headings
- Hide or display character formatting
- Show the first line of body text or all body text
- Show all headings with the Heading 1 style
- Show all headings up to Heading n
- Insert a tab character

11. Review Documents

- F7
- Alt+Ctrl+m
- Ctrl+Shift+e
- Alt+Shift+c
- Ctrl+Shift+*
- Alt+F10
- Ctrl+Shift+g
- Choose the Spelling command (Review tab).
- Insert a comment
- Turn change tracking on or off
- Close the Reviewing Pane if it is open.
- Display nonprinting characters.
- Display the Selection and Visibility task pane.
- Open the Word Count dialog box.

12. Print Documents

- Ctrl+p
- Esc
- Arrow keys, Page up /Page Down
- Print a document (print preview)
- Close print preview
- Move around the preview pages (with focus on preview page*)

- Ctrl+Home/Ctrl+End
- *Except tabbing, there seems to be no shortcut to jump to preview page. Clicking on it with the mouse is an option

13. Fields

- Alt+Shift+d
- Alt+Shift+p
- Alt+Shift+t
- Alt+Ctrl+l
- Ctrl+F9
- Ctrl+Shift+l
- Shift+F9
- Alt+F9
- F9
- Alt+Shift+F9
- F11/Shift+F11
- Ctrl+Shift+F7
- Ctrl+Shift+F9
- Ctrl+F11/Ctrl+Shift+F11
- *to update all fields, select the complete document with ctrl+a, then update fields by pressing f9)
- Insert current date (insert DATE field)
- Insert page number (insert PAGE field)
- Insert time (insert TIME field)
- Insert LISTNUM field
- Insert an empty field
- Insert a LISTNUM field
- Show or hide field code/result of selected field
- Show or hide field codes/results of all fields in document
- Update selected fields*
- Run GOTOBUTTON or MACROBUTTON from the field that displays the field results
- Go to the next field/ previous field
- Update linked information in a Microsoft Word source document
- Unlink a field
- Lock a field / Unlock a field

14. Mail Merge

- Alt+Shift+k
- Alt+Shift+n
- Alt+Shift+m
- Alt+Shift+e
- Alt+Shift+f
- Alt+Shift+k
- Alt+Shift+n
- Alt+Shift+m
- Alt+Shift+e
- Preview a mail merge
- Merge a document
- Print the merged document
- Edit a mail-merge data document
- Insert a merge field
- Preview a mail merge
- Merge a document
- Print the merged document
- Edit a mail-merge data document

- Alt+Shift+f
- Insert a merge field

15. The Rest

- F1
- Alt+Space
- Alt+F4
- Shift+F10
- Alt+F3
- Get Help or visit [Microsoft Office.com](https://www.microsoft.com)
- Open the window menu
- Exit Word
- Display a shortcut menu (Simulate right mouse button)
- Create new Building block with selected texts