



Common Shortcuts

Close Program.....	⌘+Q
Move between open programmes	⌘+Tab
Cut.....	⌘+X
Copy	⌘+C
Paste	⌘+V
Duplicate object.....	⌘+D
Undo.....	⌘+Z
Redo.....	⌘+Y

Formatting characters

Select All.....	⌘+A
Bold	⌘+B
Underline	⌘+U
Italic	⌘+I
Repeat last action	F4

Working with documents

Create a new document.....	⌘+N
Open a document	⌘+O
Close a document.....	⌘+W
Move between open Documents	⌘+~
Save As	⌘+Shift+S
Save a document.....	⌘+S
Print a document.....	⌘+P
Spellcheck	F7
Toggle Extend Mode.....	F8



Word

Formatting Characters

Change Case.....	Shift+F3
Increase Font Size.....	⌘+Shift+>
Decrease Font Size	⌘+Shift+<

Formatting Paragraphs

Single Line Spacing	⌘+1
Double Line Spacing.....	⌘+2
1½ Line Spacing	⌘+5
12 pt Space above paragraph.....	⌘+0
Indent Paragraph	Ctrl+Shift+M

Outline View

Promote	Shift+Tab
Demote	Tab

Demote to Body Text.....	⌘+Shift+N
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Styles

Heading 1	⌘+Option+1
Heading 2.....	⌘+Option+2
Heading 3.....	⌘+Option+3
Normal.....	⌘+Shift+N

Date & Time

Insert Date Field.....	Ctrl+Shift+D
Insert Time Field.....	Ctrl+Shift+T

Fields

Update Field	F9
Toggle Codes	Shift+F9
Create Field.....	⌘+F9

Cross References, Footnotes and Endnotes

Mark a table of contents entry	Option+SHIFT+O
Mark a table of authorities entry	Option+SHIFT+I
Mark an index entry.....	Option+SHIFT+X
Insert a footnote	⌘+Option+F
Insert an endnote	⌘+Option+E



Excel

Moving Around

Cell A1.....	Ctrl+Home
Last Used Cell	Ctrl+End
Go To dialog box	F5
Next Blank Cell in Row	⌘+⇨
Next Blank Cell in Column.....	⌘+⇩

Selecting

Select the current column	Ctrl+Spacebar
Select the current row	Shift+Spacebar
To Next Blank Cell in Row.....	⌘+Shift+⇨
To Next Blank Cell in Column.....	⌘+Shift+⇩
All Cells around Current	⌘+Shift+8

Date and time

Insert current time	⌘+;
Insert current date	Ctrl+;

Miscellaneous

View formulas	Ctrl+`
Create a chart	F11
Edit links	Edit menu / Links



PowerPoint

Selecting text and objects

Select Frame	F2
All objects (slide view)	⌘+A
All slides (slide sorter view).....	⌘+A
All text (outline view).....	⌘+A
An object.....	TAB or Shift+TAB

Formatting text

Left align	⌘+L
Right align.....	⌘+R
Centre align	⌘+E
Change Case.....	Shift+F3

Working in the slide view

New Slide	Ctrl+M
New Slide Same Layout	⌘+Shift+M

Slide show controls

Next slide	ENTER or PAGEDOWN
Display a black screen (toggles)	B
Display a white screen (toggles)	W
End a slide show.....	ESC
Erase on-screen annotations	E
Go to next hidden slide	H
Go to slide <number>	<number>+RETURN
Return to the previous slide	P or PAGEUP
Set new timings while rehearsing	T
Stop or start an automatic slide show	S
Use original timings while rehearsing	O
First slide	⌘+RETURN



Outlook

Create a New Item	⌘+N
Mark an e-mail message as read	⌘+T
Mark as Unread.....	⌘+Shift+T
Switch to Inbox.....	⌘+1
Send a message	⌘+RETURN
Reply to a message.....	⌘+R
Forward a message.....	⌘+J

VBA

Run code in Editor	F5
Step code in Editor	F8
Toggle Breakpoint	F9
Step Over	Shift +F8
Stop code	Ctrl+Break