

General Shortcut Keys

Word / Excel / Outlook / PowerPoint

Save	Ctrl + S	Print	Ctrl + P
Copy	Ctrl + C	Paste	Ctrl + V
Undo typing	Ctrl + Z	Cut	Ctrl + X
Open	Ctrl + O	Close	Ctrl + W
New document	Ctrl + N	Help	F1
Start of document	Ctrl + Home	Bold	Ctrl + B
End of document	Ctrl + End	Italic	Ctrl + I
Underline	Ctrl + U	Spell check	F7
Select all	Ctrl + A	Search	Ctrl + F
Zoom in/out	Ctrl + Scroll wheel		

Excel

Select entire row	Shift + Space	Edit cell	F2
Select column	Ctrl + Space	Hide row	Ctrl + 0
Delete cell contents	Delete	Insert AutoSum	ALT + =

Word

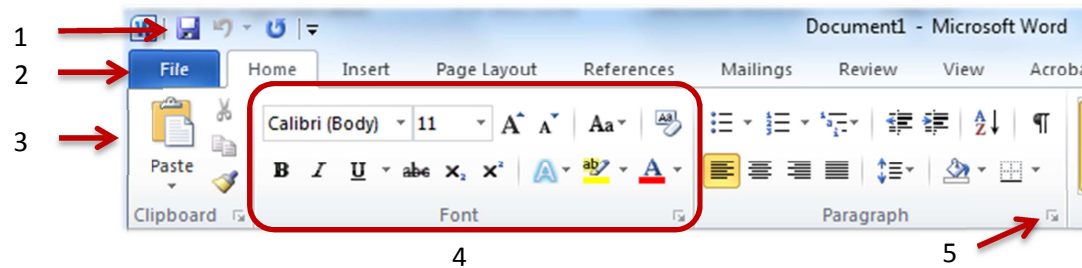
Align left	Ctrl + L	Heading 1	Ctrl + Alt + 1
Align right	Ctrl + R	Heading 2	Ctrl + Alt + 2
Centre text	Ctrl + E	Heading 3	Ctrl + Alt + 3
Justify	Ctrl + J	Heading 4	Ctrl + Alt + 4
New paragraph	Ctrl + Enter		
New line	Shift + Enter		

Outlook

Send/receive mail	F9
Reply	Ctrl + R
Reply to all	Alt + L
Address book	Ctrl + Shift + B

PowerPoint

Add new slide	Ctrl + M
Presentation Help	F1 (in presentation mode)



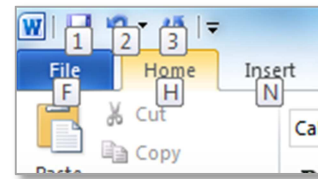
1. Quick Access Toolbar
2. Backstage
3. The Ribbon
4. Group
5. Open dialog window

Shortcut Keys

Shortcut keys allow you to perform actions by simply pressing a few keys. You can perform most actions with between two and five keystrokes. You use a shortcut key as follows:

Press Alt.

The keyboard shortcuts are shown for each action that is available in the current view.



Press the **letter** that is shown in the keyboard shortcut for the action required.

Compatibility Mode

If you open a file in the old format, MS Office will open it in the compatibility mode. This means that specific MS Office options will be disabled so that no functionality is used that is not supported in older versions of MS Office.



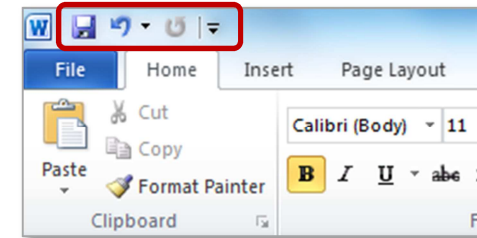
the **Convert** button.

If you open an old file format and wish to use the new MS Office 2010 functionality, click on **File** and in the **Info** category click on

Quick Access Toolbar

The Quick Access Toolbar is a toolbar that you can customise by placing regularly used commands there. You do this by clicking on the arrow next to the toolbar and selecting a command.

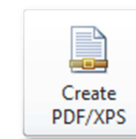
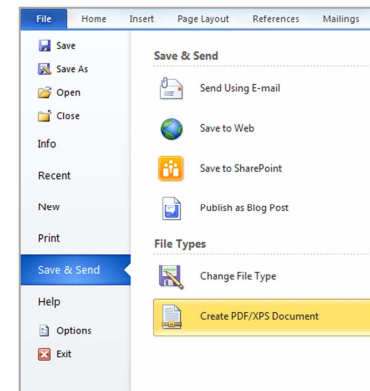
You can add more commands by clicking on **More Commands...** selecting the command you require and clicking the **Add>>** button.



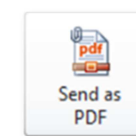
If you don't want the Quick Access Toolbar in its current location, you can move it elsewhere. You do this by clicking on the list arrow next to the Toolbar and by then clicking **Show Below the Ribbon**.

Save as PDF

In many of the Office 2010 programmes you have the possibility to convert the open document into PDF format without needing another programme.



Click the **File** tab and under the option **Save & Send**, select **Create PDF/XPS** Document. Choose a location to save the PDF document and click the **Publish** button.



In order to send a copy of the active document in PDF format: on the **File** tab, select **Save & Send** and choose the **Send Using E-mail** option. Click the **Send as PDF** button.