



# 15 KEYBOARD SHORTCUTS TO SIMPLIFY YOUR DAY



# Admin Pro Week

## *Skills Check-In*



## **15 Keyboard Shortcuts to Simplify Your Day**

### **Essential Keyboard Shortcuts**

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# Keyboard Shortcuts: Excel

***Ctrl + 1***

***Format Cells***

**Pop open the Format Cells dialog box** with all the familiar tabs, like Number, Alignment and Border by using Ctrl+1. This shortcut works on a cell or a single selected word within a cell.

***Ctrl + 5***

***Strike-through***

**Change the font to Strike-through with the Ctrl+5 shortcut.** This also works on a cell or a single selected word within a cell.

***Ctrl + 0***

***Hide Column***

**Hide a column without selecting it** by hitting Ctrl+0. No need to mouse and click to hide a whole column in a work sheet with this keyboard shortcut.

# Keyboard Shortcuts: Outlook

***Ctrl + Y***

***Format Cells***

**Go to another folder on your long detailed folder list by clicking Ctrl+Y.**

Use the arrow keys to expand folders that have subfolders.

***F3***

***Go to Search Box***

**Reveal the Search Tools contextual tab and place your cursor into the Search**

**box with F3.** Press Alt to reveal the shortcut keys in the Search tab.

***Space Bar***

***Scroll***

**Use the space bar for scrollbar-free scrolling down a long message in the**

**Reading Pane.** Use Tab and Shift+Tab to move back and forth between the panes.

# Keyboard Shortcuts: PowerPoint

**A**

*Toggle Pointer on/off*

**H**

*Advance to Hidden Slide*

**E**

*Erase Screen  
Annotations*

**A – Pointer in the way?** Press A to make it disappear and A to bring it back again.

**H – Change your mind about a hidden slide?**  
Press H to display the hidden slide next in the deck.

**E – Use the Pen or Highlighter marker option to draw on slides?**  
Type E to erase the ink.

# Keyboard Shortcuts: One Note

**Ctrl+M**

*New Window*

**Ctrl+N**

*New Page*

**Ctrl+Shift+E**

*Email Page*

**Open a new OneNote window** to see more than one notebook at a time by using Ctrl+M.

**Add a new page** to the section you're working on by tapping Ctrl+N.

**Send a page via email** and include attached files as email attachments with the Ctrl+Shift+E shortcut.

# Keyboard Shortcuts: Word

***Alt+Shift+D***

***Today's Date***

**Pop in today's date anywhere in your document using Alt+Shift+D.** This works like a date stamp. Whatever date is on your computer, that's the date this shortcut will insert.

***Ctrl+Space Bar***

***Clear Formatting***

**Put in some formatting you don't like? Click in the middle of the word and use Ctrl+Spacebar to clear it.**

Note: This will not clear highlighting, but it works on shading.

***Ctrl+Alt+V***

***Paste Special***

**Need to get to Paste Special?** Clicking Ctrl+Alt+V is the easiest way to do it.