



Microsoft Office: A Few Keyboard Shortcuts Worth Remembering

Not everyone is a fan of keyboard shortcuts. Anyone who knows me – knows I REALLY am! Some keyboard shortcuts can be difficult to remember. But some are worth remembering and sometimes there are little tricks for remembering your favourites.

WORD & OUTLOOK

Remember...Word is the email editor for Outlook. So basically, if you can do it in Word – you can do it in Outlook.

[SHFT][F3]

CHANGE CASE

I really like this one (even though I have no tricks to help you remember it) because it's visual...once you select the text...each time you press [SHFT][F3] you can see the text switch between the three states: ALL UPPERCASE, all lowercase and Initial Caps (meaning: first letter of each sentence (if there's a period) or first letter of each word (if there is no period)).

Too hard for you to remember? Then try:

[CTRL][SHFT][A]

ALL UPPERCASE

Hey – if you can remember [CTRL]X, C and V is Cut, Copy, Paste – you can remember that [CTRL][SHFT]A (as in “all”) is ALL UPPERCASE.

The downside to this shortcut – it doesn't toggle between all three case-states...pressing it a second time will simply return your (selected) text to its original case (ie, how you typed it in the first place).

WORD, OUTLOOK, POWERPOINT & EXCEL

[ALT][CTRL]V

PASTE SPECIAL

Nice – I hate picking up the mouse to display the “Paste Special” window. And again...if you can remember that [CTRL]V is Paste...it's not much of a stretch to remember [ALT][CTRL]V is the **AL**Ternative Paste Special.



OUTLOOK

[CTRL]R

REPLY

(Need I say more?)

[ALT]S

SEND

Why isn't it [CTRL]S? Don't know....I figured [CTRL]S would save your email (in Drafts) – but it doesn't. So...SEND is [ALT]S. Get over it – it's worth it.