



Microsoft Office: Let Your Fingers do the Walking

Anyone who has taken my classes know that I am a real advocate of keyboard shortcuts. Why? Because: (a) they're easy (to remember); and (b) they're consistent across most Microsoft products.

For those of you new to the Microsoft Office suite you might find it a challenge to locate some common functions. But using keyboard shortcuts really does shorten the task.

[CTRL]N (new):

This shortcut is so great because it works everywhere. And nowhere is it more obvious than in Outlook.

1. If you're in the EMAIL component of Outlook – [CTRL]N starts a new email.
2. If you're in the CALENDAR component of Outlook – [CTRL]N starts a new meeting/appointment.
3. If you're in the CONTACTS component of Outlook – [CTRL]N starts a new contact.
4. If you're in the TASK component of Outlook – [CTRL]N starts a new task.

[CTRL]N – in Word – starts a new document.

[CTRL]N – in Excel – starts a new spreadsheet.

[CTRL]N – in OneNote – starts a new page in your notebook.

[CTRL]N – in PowerPoint – starts a new presentation.

[CTRL]P – is PRINT in all Microsoft products.

[CTRL]S – is SAVE in all Microsoft products.

[CTRL]O – is OPEN in all Microsoft products.

[CTRL]Z – is UNDO in all Microsoft products.

They're no-brainers...use them!