Microsoft Office: Various Keyboard Shortcuts

Anyone who has taken a course with me knows I'm a keyboard f-a-n-a-t-i-c. Well, I know I'm not the only keyboard geek around…some of you are too – so these tips are for you.

I won't give you too many – then hopefully you'll be more inclined to actually TRY them.

OUTLOOK

SEND AN EMAIL --[ALT] S
(I know keyboard shortcuts in Office programs usually involve the [CTRL] key…get over it)

EXCEL

SELECT THE ENTIRE (CURRENT) COLUMN--- [CTRL] space
SELECT THE ENTIRE (CURRENT) ROW -- [SHFT] space

WORD

REMOVE PARAGRAPH FORMATTING --- [CTRL] Q
(For those times when you just can't figure out why Word won't let this one line align itself properly with the rest of your document…just sit the cursor anywhere on that line and press [CTRL] Q….it's almost like a Get-Out-of-Jail-Free card)

CLOSE THE DOCUMENT (without getting kicked out of Word (2010 only)------------------[CTRL] W
(Anyone who keeps getting kicked out of Word (2010 or 2013) when all they wanted to do was close the @#$%^%% document (not the program) – will appreciate it this one. To help yourself remember it (because it's not as easy as the sensible [CTRL] S (save); P (print); O (open), etc.)…just think Weeeee (W) we're done. I know goofy…but it sticks.

Ok…sorry it's short but I'm on the road so much these days that this is all I can manage at the moment.

Don't forget – if you have ideas for Tips let me know. It's hard on the head coming up with my own all the time!