



## These Are a Few of My Favourite Things

### My favourite shortcut in **WORD**

[ALT][SHFT]↑ and [ALT][SHFT]↓  
for moving entire paragraphs (or  
table rows) UP or DOWN a  
document....without even having  
to select it first (just place your  
cursor somewhere in the para).

### My favourite shortcut in **EXCEL**

The keyboard shortcut [CTRL] +  
and [CTRL] - to insert (or delete)  
a selected column or row.  
It's best on a full keyboard  
because you have the + and – on  
the numeric keypad way over at  
the right side of the keyboard.

### My favourite shortcut in **GENERAL**

Holding down the [CTRL] key and  
rolling the mouse wheel forward  
(to ZOOM any screen bigger) or  
back towards you (to ZOOM any  
screen smaller).

### My favourite shortcut in **OUTLOOK**

If I receive a question or task by  
email that I want to act on – but I'm  
too busy at the moment...I drag the  
email to the CALENDAR icon (bottom  
of Outlook screen) – and drop it. It  
turns into an appointment that I can  
set a reminder for.

### My favourite shortcut in **WINDOWS 7**

When I click the Windows START  
button and I don't see the  
program I am looking for...rather  
than going looking for it – I just  
type the first few letters of the  
program name...and it appears at  
the top of the list for me.

### My favourite shortcut in **POWERPOINT**

When I need to drag an item  
level (not wavering slightly up or  
down) – I hold down the [SHFT]  
key when I drag (with the mouse)  
the object. Guaranteed to travel  
straight.