



VARIOUS: Keyboard shortcuts (because, like chocolate, you can never get enough)

WORD	
[ALT][Q]	Activate "Tell me what you want me to do" help (located at the end of the ribbon tabs)...think of "Q" for Question.
[ALT][CTRL][Z]	Move between the last four places that you've edited
EXCEL	
[CTRL][TAB]	Pivot between open EXCEL windows (ignoring all others)
[CTRL][0] (that's zero)	Hide current column
WINDOWS	
⌘ [TAB]	Show all windows (press again to return to current window)
⌘ [SPACE]	Switch between keyboard languages (Windows 10)
OUTLOOK	
[SPACE]	In the READING PANE, pages down through the text
[CTRL]Q	Mark as READ

