

# The Essential Microsoft Excel Formulas Cheat Sheet



## Date and Time

=NOW	Show the date and time
=TODAY()	Show the current date without the time
=DAY(TODAY())	Show today's date in a cell
=MONTH(TODAY())	Show current month in a cell
=TODAY()+10	Add 10 days to current date

## Counting and Rounding

=SUM	Calculates the sum of a group of values
=AVERAGE	Calculates the mean of a group of values
=COUNT	Counts the number of cells in a range that contains numbers
=INT	Removes the decimal portion of a number
=ROUND	Rounds a number to a specified number of decimal places
=IF	Tests for a true or false condition
=NOW	Returns the date and time
=TODAY	Returns the date, without the time
=SUMIF	Calculates a sum from a group of values in which a condition has been met
=COUNTIF	Counts the number of cells in a range that match a criteria
=COUNTA(A1:A5)	Count the number of non-blank cells in a range
=ROUND(1.45, 1)	Rounds 1.45 to one decimal place
=ROUND(-1.457, 2)	Rounds -1.457 to two decimal places
=TRUE	Returns the logical value TRUE
=FALSE	Returns the logical value FALSE
=AND	Returns TRUE if all of its arguments are TRUE
=OR	Returns TRUE if any argument is TRUE

## Unit Conversion

=CONVERT(A1,"day","hr")	Converts value of A1 from days to hours
=CONVERT(A1,"hr","mn")	Converts value of A1 from hours to minutes
=CONVERT(A1,"yr","day")	Converts value of A1 from years to days
=CONVERT(A1,"C","F")	Converts value of A1 from Celsius to Fahrenheit
=CONVERT(A1,"tsp","tbs")	Converts value of A1 from teaspoons to tablespoons
=CONVERT(A1,"gal","l")	Converts value of A1 from gallons to liters
=CONVERT(A1,"mi","km")	Converts value of A1 from miles to kilometers
=CONVERT(A1,"km","mi")	Converts value of A1 from kilometers to miles
=CONVERT(A1,"in","ft")	Converts value of A1 from inches to feet
=CONVERT(A1,"cm","in")	Converts value of A1 from centimeters to inches
=BIN2DEC(1100100)	Converts binary 1100100 to decimal (100)
=ROMAN	Converts a number into a Roman numeral

## Mathematics

=B2-C9	Subtracts values in the two cells
=D8*A3	Multiplies the numbers in the two cells
=PRODUCT(A1:A20)	Multiplies the cells in the range
=PRODUCT(F6:A1,2)	Multiplies the cells in the range, and multiplies the result by 2
=A1/A3	Divides value in A1 by the value in A3
=MOD	Returns the remainder from division
=MIN(A1:A9)	Calculates the smallest number in a range
=MAX(C27:C34)	Calculates the largest number in a range

=SMALL(B1:B7, 2)	Calculates the second smallest number in a range
=LARGE(G13:D7,3)	Calculates the third largest number in a range
=POWER(9,2)	Calculates nine squared
=9^3	Calculates nine cubed
=FACT(A1)	Factorial of value in A1
=EVEN	Rounds a number up to the nearest even integer
=ODD	Rounds a number up to the nearest odd integer
=AVERAGE	Calculates the average
=MEDIAN	Calculates the median
=SQRT	Calculates the square root of a number
=PI	Shows the value of pi
=POWER	Calculates the result of a number raised to a power
=RAND	Returns a random number between 0 and 1
=RANDBETWEEN	Returns a random number between the numbers you specify
=COS	Calculates the cosine of a number
=SIN Returns the sine of the given angle	Calculates the sine of the given angle
=TAN	Calculates the tangent of a number
=CORREL	Calculates the correlation coefficient between two data sets
=STDEVA	Estimates standard deviation based on a sample
=PROB	Returns the probability that values in a range are between two limits

## Text

=LEFT	Extracts one or more characters from the left side of a text string
=RIGHT	Extracts one or more characters from the right side of a text string
=MID	Extracts characters from the middle of a text string
=CONCATENATE	Merges two or more text strings
=REPLACE	Replaces part of a text string
=LOWER	Converts a text string to all lowercase
=UPPER	Converts a text string to all uppercase

=PROPER	Converts a text string to proper case
=LEN	Returns a text string's length in characters
=REPT	Repeats text a given number of times
=TEXT	Formats a number and converts it to text
=VALUE	Converts a text cell to a number
=EXACT	Checks to see if two text values are identical
=DOLLAR	Converts a number to text, using the USD currency format
=CLEAN	Removes all non-printable characters from text

## Finance

=INTRATE	Calculates the interest rate for a fully invested security
=EFFECT	Calculates the effective annual interest rate
=FV	Calculates the future value of an investment
=FVSCCHEDULE	Calculates the future value of an initial principal after applying a series of compound interest rates
=PMT	Calculates the total payment (debt and interest) on a debt security
=IPMT	Calculates the interest payment for an investment for a given period
=ACCRINT	Calculates the accrued interest for a security that pays periodic interest
=ACCRINTM	Calculates the accrued interest for a security that pays interest at maturity
=AMORLINC	Calculates the depreciation for each accounting period
=NPV	Calculates the net present value of cash flows based on a discount rate
=YIELD	Calculates the yield of a security based on maturity, face value, and interest rate
=PRICE	Calculates the price per \$100 face value of a periodic coupon bond

# Microsoft Office for Mac Keyboard Shortcut Cheat Sheet



## Basic Shortcuts Across Applications

<b>Cmd + P</b> or <b>Ctrl + P</b>	Print
<b>Cmd + F</b>	Find
<b>Cmd + X</b> or <b>Ctrl + X</b>	Cut
<b>Cmd + C</b> or <b>Ctrl + C</b>	Copy
<b>Cmd + V</b> or <b>Ctrl + V</b>	Paste
<b>Cmd + S</b> or <b>Ctrl + S</b>	Save
<b>Cmd + Z</b> or <b>Ctrl + Z</b>	Undo
<b>Cmd + Y</b> or <b>Ctrl + Y</b> or <b>Cmd + Shift + Z</b>	Redo
<b>Cmd + Ctrl + R</b>	Minimize or maximize the ribbon

## Microsoft OneNote

<b>Option + Tab</b>	Switch between notebook sections
<b>Cmd + Shift + Up Arrow</b>	Move selected paragraphs up
<b>Cmd + Shift + Down Arrow</b>	Move selected paragraphs down
<b>Cmd + Shift + Left Arrow</b>	Move selected paragraphs left
<b>Ctrl + Tab [ + Use arrow keys to move up or down]</b>	Switch between pages
<b>Shift + Return</b>	Insert a line break
<b>Cmd + D</b>	Insert the current date
<b>Cmd + Shift + Down Arrow</b>	Insert the current date and time
<b>Cmd + K</b>	Insert a link
<b>Option + Delete</b>	Delete the word to the left
<b>Fn + Option + Delete</b>	Delete the word to the right
<b>Ctrl + G</b>	View a list of open notebooks
<b>Cmd + Option + F</b>	Search all notebooks
<b>Cmd + N</b>	Create a notebook page
<b>Cmd + Shift + M</b>	Move a page
<b>Cmd + Shift + C</b>	Copy a page

## Microsoft Outlook

### Email

<b>Cmd + N</b>	Create a message
<b>Cmd + S</b>	Save the open message to Drafts
<b>Cmd + Return</b>	Send the open message
<b>Cmd + E</b>	Add an attachment to the open message
<b>Cmd + K</b>	Send and receive all messages
<b>Cmd + R</b>	Reply to the message
<b>Shift + Cmd + R</b>	Reply to all
<b>Cmd + J</b>	Forward the message

## Microsoft Outlook

### Calendar, Notes, Tasks, and Contacts

<b>Cmd + N</b>	Create an event, note, task, or contact
<b>Cmd + O (letter O)</b>	Open the selected event, note, task, or contact
<b>Delete</b>	Delete the selected event, note, task, or contact
<b>Shift + Ctrl + [</b>	Navigate to the previous pane
<b>Shift + Ctrl + ]</b>	Navigate to the next pane
<b>Cmd + T</b>	Switch the calendar view to include today
<b>Cmd + J</b>	Send the note as an email

## Microsoft Outlook

### Flagging Messages, Tasks, and Contacts

<b>Ctrl + 1</b>	Today
<b>Ctrl + 2</b>	Tomorrow
<b>Ctrl + 3</b>	This week
<b>Ctrl + 4</b>	Next week
<b>Ctrl + 5</b>	No due date
<b>Ctrl + 6</b>	Custom due date
<b>Ctrl + =</b>	Add a reminder
<b>0 (zero)</b>	Mark complete

## Microsoft Word

<b>Cmd + E</b>	Center a paragraph
<b>Cmd + J</b>	Justify a paragraph
<b>Cmd + L</b>	Left align a paragraph
<b>Cmd + R</b>	Right align a paragraph
<b>Cmd + Shift + &gt;</b>	Increase font size
<b>Cmd + Shift + &lt;</b>	Decrease font size
<b>Cmd + Shift + A</b>	Apply all capital letters
<b>Cmd + B</b>	Apply bold
<b>Cmd + I (letter I)</b>	Apply italics
<b>Cmd + U</b>	Apply underline
<b>Cmd + Shift + D</b>	Apply double underline
<b>Cmd + 1</b>	Single-spacing
<b>Cmd + 2</b>	Double-spacing
<b>Cmd + 5</b>	1.5 line-spacing
<b>Shift + Return</b>	Insert a line break
<b>Shift + Enter</b>	Insert a page break
<b>Cmd + Shift + Enter</b>	Insert a column break
<b>Option + G</b>	Insert a copyright symbol
<b>Option + 2</b>	Insert a trademark symbol
<b>Option + R</b>	Insert a registered trademark symbol
<b>Option + ; (semicolon)</b>	Insert an ellipsis
<b>Cmd + Shift + N</b>	Apply style - Normal
<b>Cmd + Shift + L</b>	Apply style - List
<b>Cmd + Option + 1</b>	Apply style - Heading 1
<b>Cmd + Option + 2</b>	Apply style - Heading 2
<b>Cmd + Option + 3</b>	Apply style - Heading 3

## Microsoft PowerPoint

<b>Cmd + N</b>	Create a presentation
<b>Cmd + O (letter O)</b>	Open a presentation
<b>Cmd + W</b>	Close a presentation
<b>Cmd + P</b>	Print a presentation
<b>Cmd + S</b>	Save a presentation
<b>Cmd + Shift + N or Ctrl + N</b>	Insert a slide
<b>Cmd + Shift + Return</b>	Play from the first slide
<b>Cmd + Return</b>	Play from the current slide

## Microsoft PowerPoint continued...

<b>Esc or Cmd + . (period) or - (hyphen)</b>	End the slide show
<b>Ctrl + H</b>	Hide the pointer
<b>Cmd + 1</b>	Normal view
<b>Cmd + 2</b>	Slider sorter view
<b>Cmd + 3</b>	Notes page view
<b>Cmd + 4</b>	Outline view
<b>Cmd + Ctrl + F</b>	Full screen view
<b>Option + Return</b>	Presenter view
<b>B</b>	Turn the screen black while in presentation mode
<b>W</b>	Turn the screen white while in presentation mode

## Microsoft Excel

<b>Ctrl + Shift + =</b>	Insert cells
<b>Cmd + - or Ctrl + -</b>	Delete cells
<b>Cmd + Shift + K</b>	Group selected cells
<b>Cmd + Shift + J</b>	Ungroup selected cells
<b>Cmd + K or Ctrl + K</b>	Insert a hyperlink
<b>Cmd + D or Ctrl + D</b>	Fill down
<b>Cmd + R or Ctrl + R</b>	Fill right
<b>Ctrl + ; (semicolon)</b>	Enter the date
<b>Cmd + ; (semicolon)</b>	Enter the time
<b>Cmd + Shift + * (asterisk)</b>	Select only visible cells
<b>Shift + Delete</b>	Select only the active cell when multiple cells are selected
<b>Shift + Spacebar</b>	Select the row
<b>Ctrl + 9</b>	Hide rows
<b>Ctrl + Shift + (</b>	Unhide rows
<b>Ctrl + Spacebar</b>	Select the column
<b>Ctrl + 0 (zero)</b>	Hide columns
<b>Ctrl + Shift + )</b>	Unhide columns
<b>Shift + Return</b>	Complete an entry and move up
<b>Tab</b>	Complete an entry and move right
<b>Shift + Tab</b>	Complete an entry and move left
<b>Esc</b>	Cancel an entry

## Microsoft Excel continued

<b>Shift + F2</b>	Insert, open, or edit a comment
<b>Ctrl + Delete</b>	Scroll to the active cell in a worksheet
<b>Tab</b>	Move between unlocked cells on a protected worksheet
<b>Ctrl + Page Down or Option + Right Arrow</b>	Move to the next sheet in a workbook
<b>Ctrl + Page Up or Option + Left Arrow</b>	Move to the previous sheet in a workbook
<b>Home or Fn + Left Arrow</b>	Move to the beginning of the row
<b>Ctrl + Home or Ctrl + Fn + Left Arrow</b>	Move to the beginning of the sheet
<b>Ctrl + End or Ctrl + Fn + Right Arrow</b>	Move to the last cell in use on the sheet
<b>Page Up or Fn + Up Arrow</b>	Move up one screen
<b>Page Down or Fn + Down Arrow</b>	Move down one screen
<b>Option + Page Up or Fn + Option + Up Arrow</b>	Move left one screen
<b>Option + Page Down or Fn + Option + Down Arrow</b>	Move right one screen

# Essential Microsoft Office Keyboard Shortcuts for Word, Excel and PowerPoint



## All Programs

<b>CTRL + A</b>	Select all elements on screen
<b>CTRL + B</b>	Format text as bold
<b>CTRL + I</b>	Italicizes text
<b>CTRL + U</b>	Underline selected text
<b>CTRL + P</b>	Launches the Print dialogue
<b>CTRL + C</b>	Copy the selected text to the clipboard
<b>CTRL + X</b>	Cut the selected text (remove and place it on the clipboard)
<b>CTRL + V</b>	Paste clipboard content
<b>CTRL + Z</b>	Undo the last action and can be used several times in a row
<b>CTRL + Y</b>	Redo the last action
<b>F4</b>	Repeat the last action you took, whether that be formatting or deleting text
<b>CTRL + F1</b>	Hide/reveal the ribbon interface
<b>SHIFT + F7</b>	Reveal the thesaurus tab
<b>CTRL + K</b>	Add a hyperlink to some text to link to another file or a web address
<b>CTRL + S</b>	Save the document
<b>CTRL + F6</b>	Switch between multiple files



## Word

<b>CTRL + SHIFT + G</b>	Invoke the word counter
<b>F7</b>	Open Spelling and Grammar
<b>SHIFT + F3</b>	Toggle between lowercase, all caps, and title case
<b>CTRL + =</b>	Subscript highlighted text
<b>CTRL + SHIFT + =</b>	Superscript highlighted text
<b>CTRL + SHIFT + F9</b>	Remove any hyperlinks in text
<b>CTRL + SPACE</b>	Remove any font effects and reset it to the default size, font, and color
<b>CTRL + ]</b>	Increase the font size
<b>CTRL + [</b>	Decrease the font size
<b>ALT &gt; W &gt; R</b>	Toggle the ruler



## PowerPoint

<b>CTRL + M</b>	Add a new slide in the editor
<b>CTRL + Shift + D</b>	Duplicate the current slide
<b>F5</b>	Launch a slideshow from the beginning
<b>CTRL + Shift + F5</b>	Launch slideshow from the current slide
<b>Press a number &gt; Enter</b>	Jump to a certain slide while presenting
<b>B</b>	Display a blank black slide. Press again to return to current slide
<b>W</b>	Display a blank white slide. Press again to return to current slide
<b>CTRL + P</b>	Activate the pen tool
<b>E</b>	Clear the annotation during presentation
<b>CTRL + A</b>	Invokes the mouse cursor during presentation
<b>CTRL + H</b>	Hide the mouse cursor during presentation
<b>S</b>	Stop or restart the slideshow
<b>ALT + P</b>	Play/Pause embedded media in slide
<b>ALT + Q</b>	Stop playback
<b>ALT + ↑/↓</b>	Adjust the volume of playback



## Excel

<b>CTRL + Page ↑/Page ↓</b>	Scroll between multiple tabs
<b>CTRL + Backspace</b>	Focus the screen on the active cell
<b>ALT + ENTER</b>	Enter a new line in a cell
<b>CTRL + ;</b>	Quickly enter the current date
<b>CTRL + Shift + :</b>	Quickly enter the current time
<b>CTRL + 1</b>	Invoke the Formatting dialogue box
<b>F2</b>	Invoke the Formula box
<b>CTRL + `</b>	Toggle between cells to reveal content or formulas
<b>CTRL + 0</b>	Hide a column
<b>CTRL + 9</b>	Hide a row
<b>CTRL + Shift + 0/9</b>	Unhide anything hidden by CTRL + 0/9
<b>ALT &gt; H &gt; O &gt; U &gt; L</b>	Unhide anything hidden by CTRL + 0/9
<b>ALT + =</b>	Automatically apply SUM to any highlighted cells
<b>CTRL + Arrow Keys</b>	Warp in the direction you choose, stopping at the first black/filled cell
<b>CTRL + Shift + *</b>	Select the current row or column



## Common Keyboard Shortcuts

<b>Ctrl + M</b>	Open a new OneNote Window
<b>Ctrl/Cmd + Z</b>	Undo the last action
<b>Ctrl/Cmd + Y</b>	Redo the last action
<b>Ctrl/Cmd + A</b>	Select all the items on a current page (to expand the selection, press the keys again)
<b>Ctrl/Cmd + X</b>	Cut the selected text or item
<b>Ctrl/Cmd + C</b>	Copy the selected text or item to the clipboard
<b>Ctrl/Cmd + V</b>	Paste the contents of the clipboard
<b>Ctrl/Cmd + K</b>	Insert a hyperlink
<b>Ctrl/Cmd + B</b>	Apply or remove bold formatting
<b>Ctrl/Cmd + I</b>	Apply or remove italics formatting
<b>Ctrl/Cmd + U</b>	Apply or remove underline formatting
<b>Ctrl/Cmd + Alt/Option + 1...6</b>	Apply heading style from 1 to 6 of the current note
<b>Ctrl/Cmd + Period</b>	Begin a bulleted list
<b>Ctrl/Cmd + /</b>	Begin a numbered (sorted) list
<b>Ctrl/Cmd + Shift + N</b>	Clear all the formatting applied to the selected text
<b>Ctrl/Cmd + L</b>	Left-align the selected paragraph
<b>Ctrl/Cmd + R</b>	Right-align the selected paragraph
<b>Ctrl/Cmd + O</b>	Open a OneNote notebook
<b>Ctrl/Cmd + T</b>	Create a new section
<b>Ctrl/Cmd + N</b>	Create a new notebook page
<b>Ctrl + Shift + G</b>	Move keyboard focus to the section list
<b>Ctrl + G</b>	View the list of notebooks
<b>Ctrl/Cmd + Shift + T</b>	Select the page title
<b>Ctrl/Cmd + P</b>	Print the current page
<b>Page Up</b>	Scroll up in the current page
<b>Page Down</b>	Scroll down in the current page
<b>Tab</b>	Increase the indent by one level
<b>Shift + Tab</b>	Decrease the indent by one level
<b>Ctrl/Cmd + 1</b>	Mark or clear the To Do tag
<b>Ctrl/Cmd + 2, 3, 4, and 5</b>	Mark or clear the Important, Question, Remember for Later, and Definition tag
<b>Tab key, after typing a new line of text</b>	Create a table
<b>Tab key</b>	Create another column in a table with a single row
<b>Enter/Return</b>	Create another row when at the end cell of a table
<b>Ctrl/Cmd + Enter/Return</b>	Insert a row below the current row in a table
<b>Alt/Option + Enter/Return</b>	Create another paragraph in the same cell in a table
<b>Shift + Enter/Return</b>	Insert a line break
<b>Ctrl/Cmd + S</b>	Synchronize the current notebook
<b>Ctrl/Cmd + Alt/Option + L</b>	Lock all password-protected sections



## Windows Specific Shortcuts

<b>Home / End</b>	Move to the beginning or end of the line
<b>Ctrl + Left / Right arrow key</b>	Move one word to the left or right
<b>Backspace / Delete</b>	Delete one character to the left or right
<b>Ctrl + Backspace / Delete</b>	Delete one word to the left or right
<b>Ctrl + Down / Up key</b>	Go the next or previous paragraph
<b>Alt + Shift + Right / Left arrow key</b>	Increase or decrease the paragraph indent
<b>Alt + Shift + Up / Down key</b>	Move the selected paragraph up or down
<b>Ctrl + Shift + H</b>	Highlight the selected text
<b>Ctrl + Shift + C / V</b>	Copy or Paste the formatting of the selected text
<b>Ctrl + Hyphen (-)</b>	Apply or remove strikethrough formatting
<b>Ctrl + Shift + Equals sign (=)</b>	Apply or remove superscript formatting
<b>Ctrl + Equals sign (=)</b>	Apply or remove subscript formatting
<b>Alt + Equals sign (=)</b>	Start a math equation or convert the selected text to math equation
<b>Windows logo key + Period</b>	Insert emoji or symbol
<b>Alt + Shift + Plus sign (+) / Minus sign (-)</b>	Expand or collapse an outline (you can selectively expand or collapse the outline at each level)
<b>Ctrl + Alt + Shift + N</b>	Create a new subpage below the current page
<b>Ctrl + Alt + M</b>	Move or Copy page to another location
<b>Ctrl + Alt + G</b>	Move keyboard focus to the page list
<b>Up or Down key / Ctrl + Page Up or Down</b>	After moving keyboard focus to the page list, press these keys to switch between pages
<b>Ctrl + Tab</b>	Go the next section
<b>Ctrl + Shift + Tab</b>	Go to the previous section
<b>Alt + Shift + Up / Down key</b>	Move the selected page tab up or down
<b>Ctrl + Home / End</b>	Scroll to the top or bottom of the current page
<b>Ctrl + Alt + Shift + Plus sign (+) / Minus sign (-)</b>	Zoom in or out
<b>Ctrl + Alt + A / S</b>	Create or Stop the recording
<b>Ctrl + Alt + P</b>	Play the selected audio recording
<b>Alt + Shift + D</b>	Insert the current date
<b>Alt + Shift + F</b>	Insert the current date and time
<b>Ctrl + Alt + R</b>	Create a column to the right of the current column in a table
<b>Ctrl + E</b>	Open a search to search all currently opened notebooks
<b>F9</b>	Synchronize all notebooks
<b>F6</b>	Jump between the tab bar, navigation pane, and the page canvas
<b>Left or Right arrow keys</b>	Move between the tabs on a ribbon (Home, Insert, Draw, and more)
<b>Spacebar or Enter</b>	Perform the currently selected ribbon command (when the selection is over Navigation button, press Spacebar to enlarge the OneNote canvas)
<b>Alt + Down arrow key</b>	Go to the next note container
<b>Ctrl + Shift + M</b>	Insert the author name and last modified time stamp
<b>Windows logo key + Shift + S</b>	Copy a screen clipping to the clipboard

## macOS Specific Shortcuts

<b>Cmd + Left / Right arrow key</b>	Move to the beginning or end of the line
<b>Option + Left / Right arrow key</b>	Move one word to the left or right
<b>Delete / Fn + Delete</b>	Delete one character to the left or right
<b>Option + Backspace / Delete</b>	Delete one word to the left or right
<b>Option + Down / Up key</b>	Go to the next or previous paragraph
<b>Cmd + ] / [</b>	Increase or decrease the paragraph indent
<b>Option + Cmd + Up / Down</b>	Move the selected paragraphs up or down
<b>Ctrl + Cmd + H</b>	Highlight the selected text
<b>Option + Cmd + C / V</b>	Copy or Paste the formatting of the selected text
<b>Ctrl + Cmd + Hyphen (-)</b>	Apply or remove strikethrough formatting
<b>Option + Shift + Cmd + Equals sign (=)</b>	Apply or remove superscript formatting
<b>Option + Cmd + Equals sign (=)</b>	Apply or remove subscript formatting
<b>Ctrl + Equals sign (=)</b>	Start a math equation or convert the selected text to math equation
<b>Ctrl + Cmd + Spacebar</b>	Insert emoji or symbols
<b>Ctrl + Shift + Plus sign (+) / Minus sign (-)</b>	Expand or collapse the outline (you can selectively expand or collapse outline at each level)
<b>Cmd + N then Option + Cmd + ]</b>	Create a new subpage below the current page
<b>Cmd + Shift + C / M</b>	Copy or Move page to another location
<b>Ctrl + Cmd + G</b>	Move keyboard focus to the page list
<b>Up or Down key / Cmd + Page Up or Down</b>	After moving keyboard focus to the page list, press these keys to switch between pages
<b>Cmd + Shift + }</b>	Go to the next section
<b>Cmd + Shift + {</b>	Go to the previous section
<b>Cmd + Option + Up / Down key</b>	Move the selected page tab up or down
<b>Cmd + Up / Down</b>	Scroll to the top or bottom of the current page
<b>Cmd + Plus sign (+) / Minus sign (-)</b>	Zoom in or out
<b>Option + Shift + Cmd + R / S</b>	Create or Stop the recording
<b>Option + Shift + Cmd + P</b>	Play the selected audio recording
<b>Cmd + D</b>	Insert the current date
<b>Cmd + Shift + D</b>	Insert the current date and time
<b>Ctrl + Cmd + L / R</b>	Create a column to the left or right of the current column in a table
<b>Cmd + Option + F</b>	Open a search to search all currently opened notebooks
<b>Shift + Cmd + S</b>	Synchronize all notebooks
<b>F6</b>	Jump between the tab bar, navigation pane, and the page canvas (enable F1, F2 as standard function keys in System Preferences)
<b>Tab</b>	Move between the tabs on a ribbon
<b>Spacebar</b>	Perform the currently selected ribbon command (when the selection is over Navigation button, press Spacebar to enlarge the OneNote canvas)
<b>Press Fn Twice</b>	Start dictation
<b>Ctrl + Option + Cmd + L</b>	Use Smart Lookup



# The Essential List of Microsoft Outlook Keyboard Shortcuts



## General Shortcuts

<b>F1</b>	Help
<b>F3</b>	Find a contact or other item
<b>F4</b>	Find or replace
<b>F7</b>	Spellcheck
<b>F9</b>	Check for new messages
<b>F11</b>	Find a contact
<b>F12</b>	Save As (only in Mail view)
<b>Delete</b>	Delete selected item (message, task, or meeting)
<b>Shift + Ctrl + A</b>	Create a new Appointment
<b>Shift + Ctrl + B</b>	Open the Address Book
<b>Shift + Ctrl + C</b>	Create a new Contact
<b>Shift + Ctrl + E</b>	Create a new folder
<b>Shift + Ctrl + F</b>	Open the Advanced Find window
<b>Shift + Ctrl + H</b>	Create a new Office document
<b>Shift + Ctrl + I</b>	Switch to Inbox
<b>Shift + Ctrl + J</b>	Create a new Journal Entry
<b>Shift + Ctrl + K</b>	Create a new Task
<b>Shift + Ctrl + L</b>	Create a new Contact Group
<b>Shift + Ctrl + M</b>	Create a new Message
<b>Shift + Ctrl + N</b>	Create a new Note
<b>Shift + Ctrl + O</b>	Switch to the Outbox
<b>Shift + Ctrl + P</b>	Open the New Search Folder window
<b>Shift + Ctrl + Q</b>	Create a new Meeting Request
<b>Shift + Ctrl + U</b>	Create a new Task Request
<b>Ctrl + Alt + 2</b>	Switch to Work Week calendar view
<b>Ctrl + Alt + 3</b>	Switch to Full Week calendar view
<b>Ctrl + Alt + 4</b>	Switch to Month calendar view

## Message Shortcuts

<b>Shift + Ctrl + R</b>	Reply All
<b>Ctrl + A</b>	Select All
<b>Ctrl + B</b>	Bold
<b>Ctrl + C</b>	Copy selected text
<b>Ctrl + F</b>	Forward message
<b>Ctrl + H</b>	Find and replace text
<b>Ctrl + K</b>	Check names against Address Book
<b>Ctrl + O</b>	Open
<b>Ctrl + P</b>	Print
<b>Ctrl + Q</b>	Mark selected message read
<b>Ctrl + R</b>	Reply
<b>Ctrl + S</b>	Save message as draft
<b>Ctrl + U</b>	Mark selected message unread
<b>Ctrl + V</b>	Paste copied text
<b>Ctrl + X</b>	Cut selected text
<b>Ctrl + Y</b>	Go to folder...
<b>Ctrl + Z</b>	Undo
<b>Ctrl + Alt + J</b>	Mark message as Not Junk
<b>Ctrl + Alt + M</b>	Mark message for download
<b>Alt + S</b>	Send message

## Quick Navigation

<b>Ctrl + 1</b>	Switch to Mail view
<b>Ctrl + 2</b>	Switch to Calendar view
<b>Ctrl + 3</b>	Switch to Contacts view
<b>Ctrl + 4</b>	Switch to Tasks view
<b>Ctrl + 5</b>	Switch to Notes
<b>Ctrl + 6</b>	Switch to Folder List
<b>Ctrl + 7</b>	Switch to Shortcuts
<b>Ctrl + Period</b>	Switch to next open message
<b>Ctrl + Comma</b>	Switch to previous open message
<b>Alt + H</b>	Go to Home tab
<b>Alt + Left</b>	Go to previous view in main Outlook window
<b>Alt + Right</b>	Go to next view in main Outlook window

## Creating presentations

<b>Ctrl + N</b>	New presentation
<b>Ctrl + M</b>	New slide
<b>Ctrl + S</b>	Save presentation
<b>Alt + N, P</b>	Insert picture
<b>Alt + N, S, H</b>	Insert shape
<b>Alt + H, L</b>	Slide layout
<b>Page down</b>	Next slide
<b>Page up</b>	Previous slide
<b>Ctrl + Up</b>	Move selected slide up
<b>Ctrl + Down</b>	Move selected slide down
<b>Ctrl + Shift + Up</b>	Move selected slide to the beginning
<b>Ctrl + Shift + Down</b>	Move selected slide to the end
<b>Alt + H</b>	Home tab
<b>Alt + N</b>	Insert tab
<b>Ctrl + N</b>	Add comment
<b>Ctrl + R</b>	Reply to comment
<b>Ctrl + Q</b>	Close PowerPoint

## Ribbon

<b>Alt + F</b>	File
<b>Alt + H</b>	Home
<b>Alt + N</b>	Insert
<b>Alt + G</b>	Design
<b>Alt + K</b>	Transitions
<b>Alt + A</b>	Animations
<b>Alt + S</b>	Slide Show
<b>Alt + R</b>	Review
<b>Alt + W</b>	View
<b>Alt + Y</b>	Help

# Presenting

<b>F5</b>	Start presentation from beginning
<b>Shift + F5</b>	Start presentation from current slide
<b>Alt + F5</b>	Start the presentation in Presenter View
<b>N</b>	Next animation/slide
<b>P</b>	Previous animation/slide
<b>B</b>	Display black slide
<b>W</b>	Display white slide
<b>S</b>	Stop/restart an automatic presentation
<b>Number, then Enter</b>	Go to the slide number specified
<b>Home</b>	To the first slide
<b>End</b>	To the last slide
<b>T</b>	Set timings
<b>R</b>	Record narration and timing
<b>Alt + P</b>	Play/pause media
<b>Alt + Q</b>	Stop media
<b>Alt + Up</b>	Increase volume
<b>Alt + Down</b>	Decrease volume
<b>Alt + U</b>	Mute
<b>Tab</b>	Cycle hotspot
<b>Shift + F10</b>	Context menu
<b>Ctrl + T</b>	Show taskbar
<b>Esc</b>	End presentation

# Keyboard Shortcuts for Microsoft Teams



## Web Shortcuts Navigation

<b>Ctrl + E</b>	Move focus to search box
<b>Ctrl + /</b>	Display command list
<b>Ctrl + Shift + G</b>	Go to...
<b>Ctrl + Shift + 1</b>	Open Activity tab
<b>Ctrl + Shift + 2</b>	Open Chat tab
<b>Ctrl + Shift + 3</b>	Open Teams tab
<b>Ctrl + Shift + 4</b>	Open Calls tab
<b>Ctrl + Shift + 5</b>	Open Files tab
<b>Left Option + Up Arrow</b>	Go to previous list item
<b>Left Option + Down Arrow</b>	Go to next list item
<b>Ctrl + Shift + F6</b>	Go to previous section
<b>Ctrl + F6</b>	Go to next section
<b>Ctrl + . (Period)</b>	Show keyboard shortcuts
<b>Ctrl + F1</b>	Open Help section

## Messaging

<b>Ctrl + N</b>	Start new chat
<b>C</b>	Move focus to Compose box
<b>Ctrl + Shift + X</b>	Expand Compose box
<b><sup>1</sup>Ctrl + Enter</b>	Send message
<b>Ctrl + Shift + O</b>	Attach file
<b>Shift + Enter</b>	Start new line
<b>R</b>	Reply to thread

## Meetings and Calls

<b>Ctrl + Shift + C</b>	Start audio call
<b>Ctrl + Shift + S</b>	Accept audio call
<b>Ctrl + Shift + U</b>	Start video call
<b>Ctrl + Shift + A</b>	Accept video call
<b>Ctrl + Shift + D</b>	Decline call
<b>Ctrl + Shift + M</b>	Mute/unmute audio
<b>Ctrl + Shift + F</b>	Toggle full screen mode
<b>Ctrl + Shift + Space</b>	Go to sharing toolbar

## <sup>2</sup>Desktop Shortcuts Navigation

<b>Ctrl + E</b>	Move focus to search box
<b>Ctrl + /</b>	Display command list
<b>Ctrl + G</b>	Go to...
<b>Ctrl + 1</b>	Open Activity tab
<b>Ctrl + 2</b>	Open Chat tab
<b>Ctrl + 3</b>	Open Teams tab
<b>Ctrl + 4</b>	Open Calls tab
<b>Ctrl + 5</b>	Open Files tab
<b>Left Option + Up Arrow</b>	Go to previous list item
<b>Left Option + Down Arrow</b>	Go to next list item
<b>Ctrl + Shift + Up Arrow</b>	Move selected team up
<b>Ctrl + Shift + Down Arrow</b>	Move selected team down
<b>Ctrl + Shift + F6</b>	Go to previous section
<b>Ctrl + F6</b>	Go to next section
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<b>Ctrl + Shift + D</b>	Decline call
<b>Ctrl + Shift + M</b>	Mute/unmute audio
<b>Ctrl + Shift + O</b>	Toggle video
<b>Ctrl + Shift + F</b>	Toggle full screen mode
<b>Ctrl + Shift + Space</b>	Go to sharing toolbar

<sup>1</sup>The shortcut **Enter** also works when you haven't expanded the Compose box.

<sup>2</sup>On macOS, replace **Ctrl** with **Cmd** and **Alt** with **Option** in shortcuts.

## General

<b>Ctrl + N</b>	Create a new document
<b>Ctrl + O</b>	Open a document
<b>Ctrl + S</b>	Save the document
<b>Ctrl + P</b>	Print the document
<b>Ctrl + W</b>	Close the document
<b>Ctrl + Z</b>	Undo
<b>Ctrl + Y</b>	Redo
<b>Esc</b>	Cancel

## Ribbon

<b>Alt + F</b>	Open the File page
<b>Alt + H</b>	Switch to the Home tab
<b>Alt + N</b>	Switch to the Insert tab
<b>Alt + G</b>	Switch to the Design tab
<b>Alt + P</b>	Switch to the Layout tab
<b>Alt + S</b>	Switch to the References tab
<b>Alt + M</b>	Switch to the Mailings tab
<b>Alt + R</b>	Switch to the Review tab
<b>Alt + W</b>	Switch to the View tab
<b>Alt + Q</b>	Search the Ribbon

## Navigation

<b>Ctrl + F</b>	Open the Navigation pane to search
<b>Ctrl + G</b>	Open the Go To window to navigate to an element
<b>Home</b>	Move the cursor to the start of the line
<b>End</b>	Move the cursor to the end of the line
<b>Ctrl + Left arrow</b>	Move the cursor left by one word
<b>Ctrl + Right arrow</b>	Move the cursor right by one word
<b>Ctrl + Up arrow</b>	Move the cursor up by one paragraph
<b>Ctrl + Down arrow</b>	Move the cursor down by one paragraph
<b>Ctrl + Alt + Page up</b>	Move the cursor to the top of the screen
<b>Ctrl + Alt + Page down</b>	Move the cursor to the bottom of the screen
<b>Page up</b>	Scroll up a page
<b>Page down</b>	Scroll down a page
<b>Ctrl + Home</b>	Move the cursor to the start of the document
<b>Ctrl + End</b>	Move the cursor to the end of the document
<b>Shift + F5</b>	Move the cursor to the last change
<b>Ctrl + Alt + Z</b>	Cycle through the last four changes

## Select Text

<b>Ctrl + A</b>	Select all
<b>Shift + Arrow keys</b>	Select text in the specified direction
<b>Ctrl + Shift + Left arrow</b>	Select the left word
<b>Ctrl + Shift + Right arrow</b>	Select the right word
<b>Shift + Home</b>	Select to the start of the line
<b>Shift + End</b>	Select to the end of the line
<b>Ctrl + Shift + Up arrow</b>	Select to the start of the paragraph
<b>Ctrl + Shift + Down arrow</b>	Select to the end of the paragraph
<b>Shift + Page up</b>	Select to the top of the screen
<b>Shift + Page down</b>	Select to the bottom of the screen
<b>Ctrl + Shift + Home</b>	Select to the start of the document
<b>Ctrl + Shift + End</b>	Select to the end of the document

## Edit Text

<b>Ctrl + H</b>	Open the Replace window to find and replace
<b>Ctrl + X</b>	Cut the selected content
<b>Ctrl + C</b>	Copy the selected content
<b>Ctrl + V</b>	Paste from the clipboard
<b>Ctrl + Shift + C</b>	Copy the selected formatting
<b>Ctrl + Shift + V</b>	Paste the selected formatting
<b>Alt + Shift + R</b>	Copy the header/footer from the previous section
<b>Ctrl + Backspace</b>	Delete the word on the left
<b>Ctrl + Delete</b>	Delete the word on the right

## Format Paragraphs

<b>Ctrl + J</b>	Justify paragraph
<b>Ctrl + E</b>	Center paragraph
<b>Ctrl + L</b>	Align paragraph left
<b>Ctrl + R</b>	Align paragraph right
<b>Ctrl + M</b>	Indent paragraph
<b>Ctrl + Shift + M</b>	Remove paragraph indent
<b>Ctrl + 1</b>	Apply single spacing
<b>Ctrl + 2</b>	Apply double spacing
<b>Ctrl + 0</b>	Add or remove a space before the paragraph
<b>Ctrl + Shift + N</b>	Apply the Normal style
<b>Ctrl + Alt + 1 / 2 / 3</b>	Apply the Heading 1 / 2 / 3 style
<b>Ctrl + Q</b>	Remove paragraph formatting



## Format Text

<b>Ctrl + D</b>	Open the Font window
<b>Ctrl + B</b>	Apply bold
<b>Ctrl + I</b>	Apply italic
<b>Ctrl + U</b>	Apply underline
<b>Ctrl + Shift + W</b>	Apply underline to words, not spaces
<b>Ctrl + Shift + D</b>	Apply double underline
<b>Ctrl + Shift + A</b>	Format text upper case
<b>Ctrl + Shift + K</b>	Format text small caps
<b>Ctrl + Shift + &gt;</b>	Increase font size
<b>Ctrl + Shift + &lt;</b>	Decrease font size

## Tables

<b>Up arrow</b>	Move up a row
<b>Down arrow</b>	Move down a row
<b>Alt + Home</b>	Move to the row's first cell
<b>Alt + End</b>	Move to the row's last cell
<b>Tab</b>	Move to the row's next cell
<b>Shift + Tab</b>	Move to the row's previous cell
<b>Alt + Page up</b>	Move to the column's first cell
<b>Alt + Page down</b>	Move to the column's last cell