

#Tips for **Efficiency** at work

Key Office shortcuts

Copy/Paste: **Ctrl + C > Ctrl + V**
Cut/Paste: **Ctrl + X > Ctrl + V**
Save as: **F12**
Save file: **Ctrl + S**
Undo: **Ctrl + Z**
Repeat action: **F4**

New document: **Ctrl + N**
Replace text: **Ctrl + H**
Find text: **Ctrl + F**
Edit selection: **F2**
Close application: **Ctrl + Q**
Close document: **Ctrl + W**
Bold: **Ctrl + B**
Italic: **Ctrl + I**



Paste Special: **Ctrl + Alt + V**
Select a row: **Shift + Space**
Select a column: **Ctrl + Space**
Add a cell / row / column: **Ctrl + Shift + =**
Select all: **Ctrl + A**
Fill to the right: **Ctrl + R**
Fill down: **Ctrl + D**
Navigate between the sheets: **Ctrl + PgUp/PgDn**
Navigate to the last nonblank cell in the same column or row, or to the next nonblank cell: **Ctrl + arrow**



Move through the text: **Ctrl + Keyboard Arrows**
Update table of contents: **F9**
Change text level: **Alt + Shift + Left/Right Arrow**
Go to last edit: **Shift + F5**
Jump to beginning of document: **CTRL + HOME key**
Jump to end of text in document: **CTRL + END key**



Insert slide: **Enter from slides thumbnails**
Change text level: **Alt + Shift + Left/Right Arrow**
Select all shapes in slide: **Ctrl + A**
Select all slides: **Ctrl + A**
Duplicate object: **Ctrl + drag object**
Move object horizontally or vertically: **Shift + move object**
Move object precisely: **Alt + move object**
Start slide show from beginning: **F5**
Start slide show from current slide: **Shift + F5**
End slide show: **Esc**

Key UpSlide shortcuts



Focus SmartTrack Pane: **Ctrl + Shift + Space**
Autocolor Selection: **Ctrl + Shift + A**
Waterfall: **Ctrl + Shift + B**
Background color: **Ctrl + Shift + C**
Word: **Ctrl + Shift + D**
Powerpoint: **Ctrl + Shift + E**
Number format: **Ctrl + Shift + F**
CAGR Arrow: **Ctrl + Shift + G**
Row Height: **Ctrl + Shift + H**
IfError: **Ctrl + Shift + I**
Last Audites cell: **Ctrl + Shift + J**
Smart Track Precedents: **Ctrl + Shift + K**
Smart Track Dependents: **Ctrl + Shift + L**
Email: **Ctrl + Shift + M**
Items: **Ctrl + Shift + N**
Custom Borders: **Ctrl + Shift + O**
Smart Print: **Ctrl + Shift + P**
CAGR: **Ctrl + Shift + Q**
Results: **Ctrl + Shift + R**
Smart Format: **Ctrl + Shift + S**
Titles: **Ctrl + Shift + T**
Update Charts: **Ctrl + Shift + U**
Column Width: **Ctrl + Shift + W**
Debug Panes: **Ctrl + Shift + X**
Library: **Ctrl + Shift + Y**
CAGR: **Ctrl + Shift + Q**
Percentage: **Ctrl + Shift + ~**



Smart Check: **Ctrl + Shift + C**
Content: **Ctrl + Shift + L**
Numbers to Words: **Ctrl + Shift + N**
Update: **Ctrl + Shift + U**
Debug Pane: **Ctrl + Shift + X**



Arrange: **Ctrl + Shift + A**
Smart Painter: **Ctrl + Shift + C**
Templates: **Ctrl + Shift + D**
Update: **Ctrl + Shift + E**
Shapes: **Ctrl + Shift + F**
Copy Height: **Ctrl + Shift + H**
Change Slide Layout: **Ctrl + Shift + K**
Copy width: **Ctrl + Shift + L**
Publish: **Ctrl + Shift + M**
Outline: **Ctrl + Shift + P**
Insert Selection: **Ctrl + Shift + S**
Insert Table of Contents: **Ctrl + Shift + T**
Refresh: **Ctrl + Shift + U**
Debug Pane: **Ctrl + Shift + X**