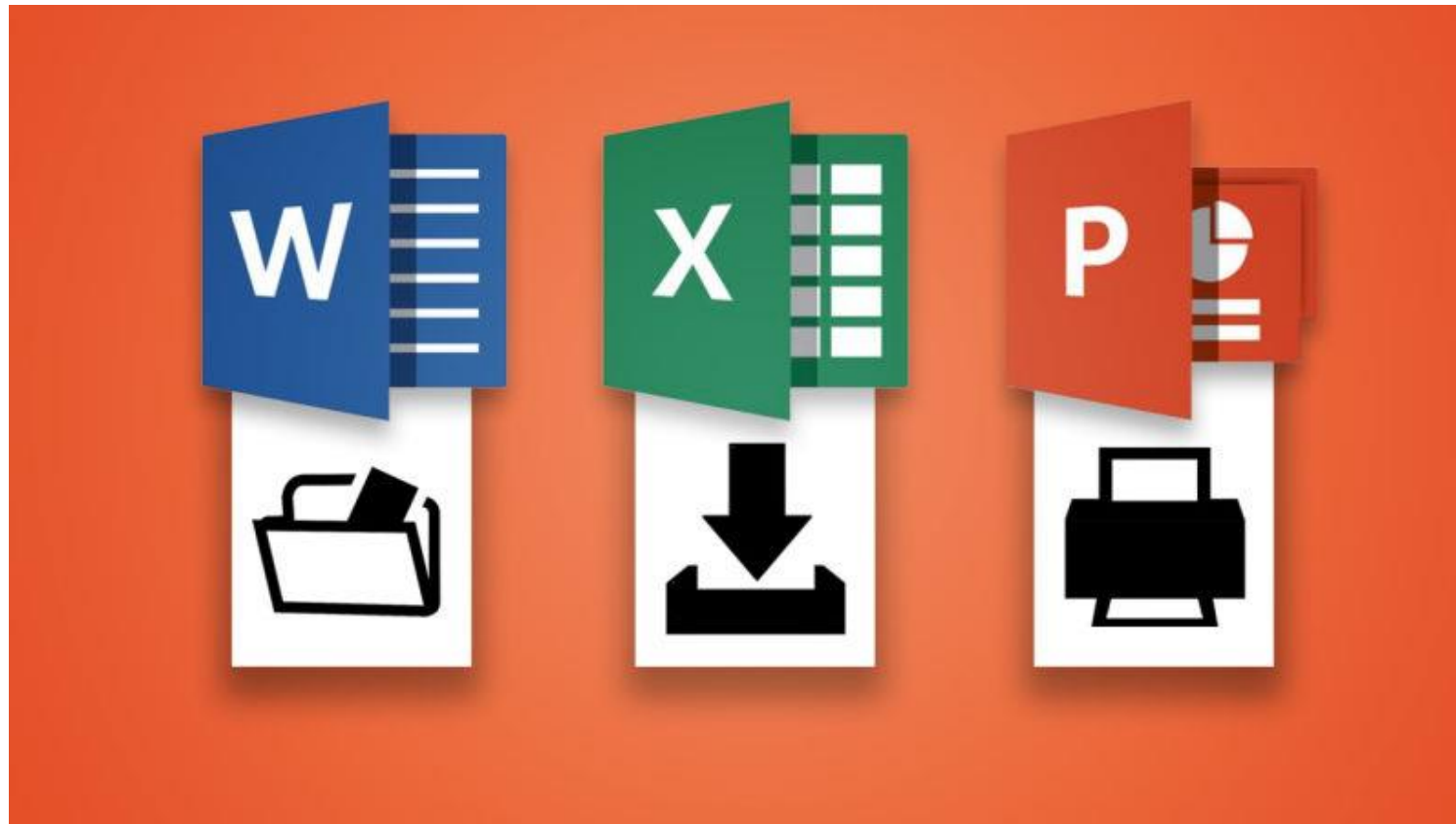# Mankato Computer Repair University

Microsoft Office Tips and Tricks

https://www.youtube.com/channel/UC23XE13_P7XjkNEyR5jfTNQ

Microsoft Office is a software suite that can be used at home or at work. These tutorials will give you tips for using Microsoft Word, Excel, and PowerPoint.

Back to Basics: Learn to Use Keyboard Shortcuts Like a Ninja

- Keyboard shortcuts are the easiest way to do things faster, but with the wide variety of software we all use it's hard to remember all the different shortcuts.

- We all know shortcuts are useful, few of us bother using them. Here's how to learn to make use of shortcuts, ranging from the beginner to expert.

Why Keyboard Shortcuts Make You Faster at Everything

▶ This isn't specific to Microsoft Office, but most of these common keyboard shortcuts can be used in Office as well as other programs, so they're worth memorizing.

Popular Office Shortcuts

lifehacker

The 20 Most **Common Keyboard Shortcuts** Everyone Should Know

Shortcut Description	Windows	Mac
Select the entire page	Ctrl + A	Cmd + A
Copy selected information	Ctrl + C	Cmd + C
Cut selected information	Ctrl + X	Cmd + X
Paste copied information	Ctrl + V	Cmd + V
Open a file	Ctrl + O	Cmd + O
Save a file	Ctrl + S	Cmd + S
Undo the last operation	Ctrl + Z	Cmd + Z
Redo the last operation	Ctrl + Y	Shift + Cmd + Z
Find text in the current document/page	Ctrl + F	Cmd + F
Task Manager	Ctrl + Shift + Esc	Alt + Cmd + Esc
Application Switcher	Alt + Tab	Cmd + Tab
Run an Application	Win + R	Cmd + Space
Minimize the current window	Win + ↓	Cmd + M
Minimize all windows	Win + M	Alt + Cmd + M
Jump to the application's menubar	F10	Shift + Cmd + /
Take a screenshot	Print Screen	Shift + Cmd + 3
Open a new browser tab	Ctrl + T	Cmd + T
Close the current browser tab	Ctrl + W	Cmd + W
Open a previously closed tab	Ctrl + Shift + T	Shift + Cmd + T
Focus and select web browser's address bar	Ctrl + L	Cmd + L

Microsoft Word

#1 SAVE YOUR CUSTOM FORMATTING

- You needn't spend time applying custom formatting to every document you create. Instead, save your preferred document formatting using the Quick Styles function and make it available every time you start a document. [There are step-by-step instructions here.](#)

#2 TURN TRACK CHANGES ON AND OFF

- Perhaps you're editing a document, and you want your substantive changes to appear tracked, but to simply enable your formatting changes. There's good news; you can quickly turn track changes on and off by using the keyboard shortcut CTRL+SHIFT+E.

#3 TURN HIGHLIGHTED TEXT INTO A LINK

- Interesting hyperlinks can be fiddly if you go the long route. Even worse, formatting can be sent haywire if you paste a long web link directly into a doc. Instead, highlight the text you'd like to become the link and press CTRL+K. The insert hyperlink dialog box will immediately open up.

#4 PICK UP WHERE YOU LEFT OFF

- Back in the office to put the finishing touches to that document you were working on yesterday? Don't waste valuable seconds scrolling to find the section you were working on. Just open the document and press SHIFT+5; Word will take you directly to the last place you edited.

#5 SAVE AS PDF
There's absolutely no need to print and scan documents to create a PDF. The quickest route by far is to save your Word document directly as a PDF. Just click File > Save As, then select PDF in the format drop down list. Saving as a PDF is possible in Office 2007 and later.
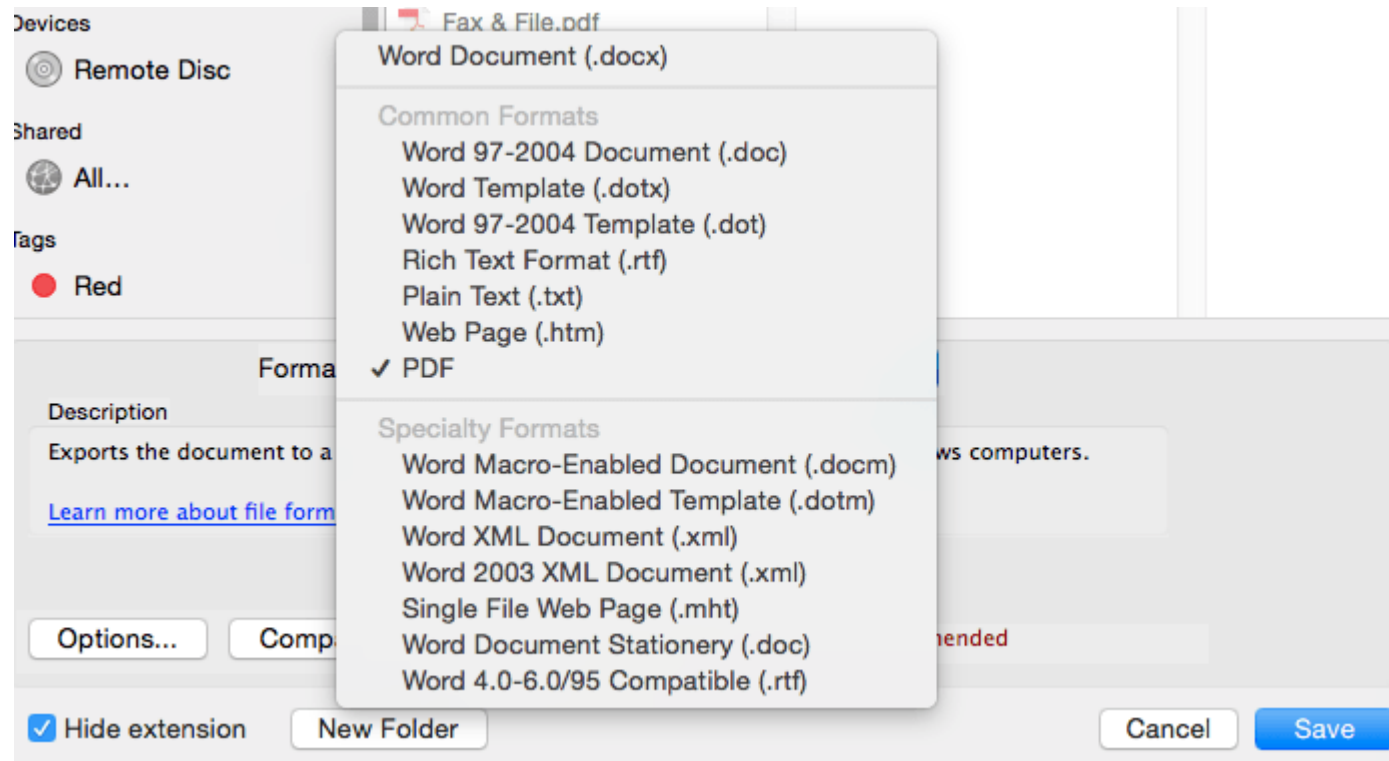
Microsoft Excel

- #6 QUICKLY ADD UP DATA

- Quickly add up an entire column or row of data by clicking in the first empty adjacent cell and pressing ALT+= (that's the equals key). Excel will then automatically sum all of the numbers it can find in that row or column.

- #7 DISPLAY FORMULAS

- If you want to see quickly which cells contain a formula, or would prefer all the formulas on a page to be visible, just press CRTL+' (that's the acute accent key, beside the "1" on most keyboards). You can toggle back to the values view by pressing the same keys again.

Microsoft

Excel 2010 Keyboard Shortcuts
Ctrl combination shortcut keys

| Key	Description	Key	Description
CTRL+PgUp	Switches between worksheet tabs, from left-to-right.	CTRL+SHIFT+Plus (+)	Displays Insert dialog box to insert blank cells.
CTRL+PgDn	Switches between worksheet tabs, from right-to-left.	CTRL+Minus (-)	Displays Delete dialog box to delete selected cells.
CTRL+SHIFT+(	Unhides hidden rows within the selection.	CTRL+;	Enters current date.
CTRL+SHIFT+&	Applies outline border to selected cells.	CTRL+'	Copies a formula from the cell above the active cell into the cell or the Formula Bar.
CTRL+SHIFT_	Removes outline border from selected cells.	CTRL+1	Displays Format Cells dialog box.
CTRL+SHIFT+~	Applies General number format.	CTRL+2	Applies or removes bold formatting.
CTRL+SHIFT+$	Applies Currency format with two decimal places (negative numbers in	CTRL+3	Applies or removes italic formatting.

Quick Reference Cards for Excel Keyboard Shortcuts

#8 COMBINE TEXT FROM TWO OR MORE CELLS INTO ONE
Say you've got first names and last names in separate columns, and you want to combine them into one. In a third cell type =(. Then click the cell that contains the first text you wish to combine and type &" "& (a space enclosed in quotation marks). Click the next cell with the text that you want to combine.

Hit enter, and you're set.

https://youtu.be/H5AnxJkkavo
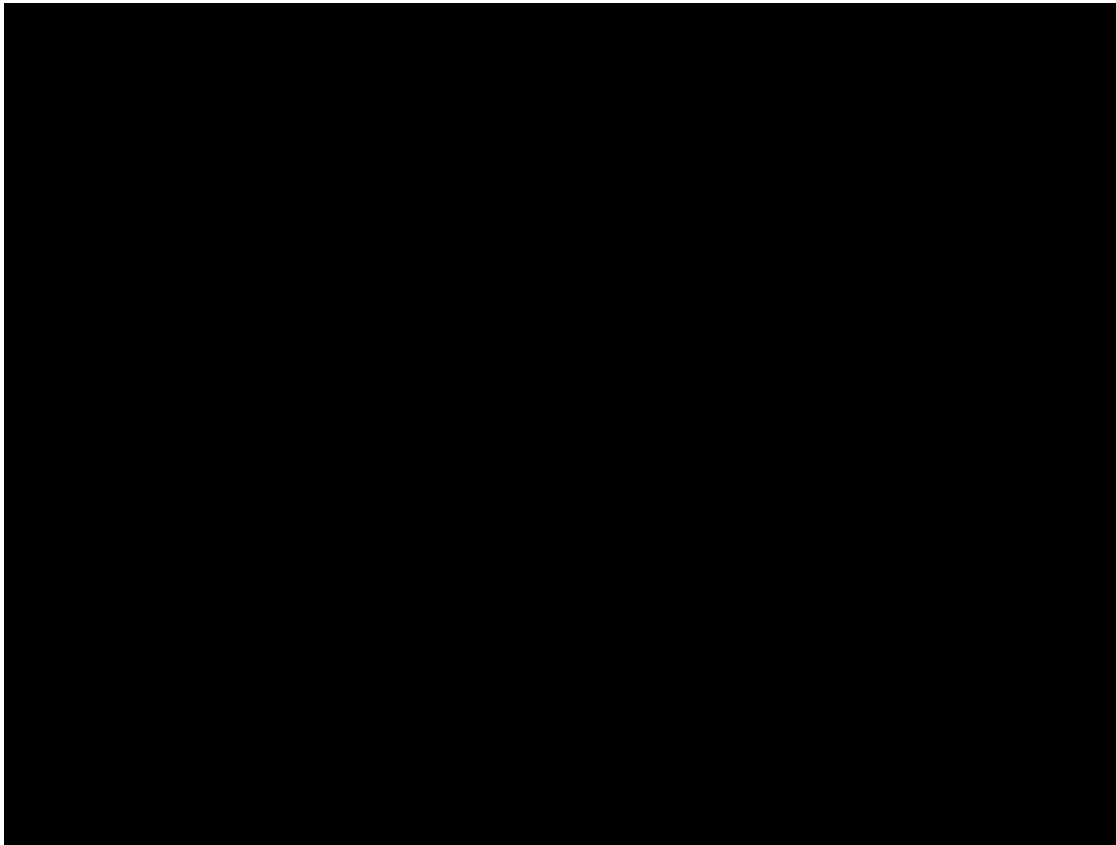
Excel Continued

▶ #9 FIND AND REPLACE ACROSS AN ENTIRE WORKSHEET

▶ Finding specific text in a document using the CTRL+F shortcut is pretty well known. Less well known is that hitting CTRL+H will open up the find and replace dialog box, allowing you to replace data in multiple cells in one go.

▶ #10 JUMP TO THE START OR END OF A COLUMN

▶ You're hundreds of rows into a spreadsheet, and you need to get back to the first or last cell. Scrolling works but takes time. The quickest way is to press CTRL+↑ (that's the up arrow) to go to the top of a column or CTRL+↓ (the down arrow) to jump to the bottom of a column.

Formulas

	PC	Mac
Toggle absolute and relative references	F4	⌘ T
Open the Insert Function Dialog Box	Shift F3	⇧ Fn F3
Autosum selected cells	Alt =	⌘ ⇧ T
Toggle formulas on and off	Ctrl `	^ `
Insert function arguments	Ctrl Shift A	^ ⇧ A
Enter array formula	Ctrl Shift Enter	^ ⇧ Return
Calculate worksheets	F9	F9
Calculate active worksheet	Shift F9	⇧ F9
Calculate all worksheets	Ctrl Alt F9	^ ⌥ F9
Expand or collapse the formula bar	Ctrl Shift U	^ ⇧ U
Display function arguments dialog box	Ctrl A	^ A

Excel Keyboard Shortcuts for PC and Mac Side-by-Side

PowerPoint

- Getting Started
- Speaker Notes
- Backgrounds and Transitions
- Adding and Formatting Text
- Animations and Backgrounds
- Sorting Slides