

Microsoft office shortcut keys

<i>ACTION</i>	<i>KEYSTROKE</i>
<i>OPEN A FILE</i>	CTRL+ O
<i>NEW FILE</i>	CTRL+ N
<i>CLOSE A FILE</i>	CTRL+ W
<i>SAVE AS</i>	F12
<i>SAVE</i>	CTRL+ S, SHIFT+ F12
<i>PRINT PREVIEW</i>	CTRL+ F2
<i>PRINT</i>	CTRL+ P
<i>SHOW/HIDE PARA GRAPH SYMBOL</i>	CTRL+ *
<i>SPELLING/GRAMMAR</i>	F7
<i>HELP</i>	F1
<i>FIND</i>	CTRL+ F
<i>UPPERCASE/LOWER CASE</i>	CTRL+ (+)
<i>REPLACE</i>	CTRL+ H
<i>GO TO</i>	CTRL+ G
<i>SELECT ALL</i>	CTRL+ A
<i>START OF LINE</i>	HOME
<i>END OF LINE</i>	END
<i>CURSOR TO START</i>	SHIFT+ HOME
<i>CURSOR TO END</i>	SHIFT+ END
<i>BEGINNING OF LINE</i>	CTRL+ HOME
<i>END OF LINE</i>	CTRL+ END

Microsoft Office Short Keys Study Guide

Sebastian Brünink



Microsoft Office Short Keys Study Guide:

Microsoft Office Short Keys Study Guide Book Review: Unveiling the Power of Words

In a global driven by information and connectivity, the energy of words has be much more evident than ever. They have the capacity to inspire, provoke, and ignite change. Such may be the essence of the book **Microsoft Office Short Keys Study Guide**, a literary masterpiece that delves deep in to the significance of words and their affect our lives. Published by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book is key themes, examine its writing style, and analyze its overall impact on readers.

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