

Product	Activity	Shortcut Keys
Excel 2000	Alternate between displaying cell values and displaying cell formulas	CTRL+` (single left quotation mark)
Excel 2000	Calculate all sheets in all open workbooks	F9
Excel 2000	Calculate the active worksheet	SHIFT+F9
Excel 2000	Copy	CTRL+C
Excel 2000	Create a chart that uses the current range	F11 or ALT+F1
Excel 2000	Display the <b>Format Cells</b> dialog box	CTRL+1
Excel 2000	Display the <b>Go To</b> dialog box	F5
Excel 2000	Fill the selected cell range with the current entry	CTRL+ENTER
Excel 2000	Insert the current time	CTRL+;
Excel 2000	Insert today's date	CTRL+;
Excel 2000	Move to the beginning of the worksheet	CTRL+HOME
Excel 2000	Move to the last cell on the worksheet, which is the cell at the intersection of the rightmost used column and the bottommost used row (in the lower-right corner), or the cell opposite the home cell, which is typically A1	CTRL+END
Excel 2000	Open	CTRL+O
Excel 2000	Paste	CTRL+V
Excel 2000	Paste a function into a formula	SHIFT+F3
Excel 2000	Print	CTRL+P
Excel 2000	Save	CTRL+S
Excel 2000	Select all (when you are not entering or editing a formula)	CTRL+A
Excel 2000	Select the current column	CTRL+SPACEBAR
Excel 2000	Select the current row	SHIFT+SPACEBAR
Excel 2000	Undo	CTRL+Z
Excel 2000	When you enter a formula, display the <b>Formula Palette</b> after you type a function name	CTRL+A
Outlook 2000	Check for new mail	F5 or CTRL+M
Outlook 2000	Copy	CTRL+C
Outlook 2000	Delete a word	CTRL+BACKSPACE
Outlook 2000	Delete an e-mail message, contact, calendar item, or task	CTRL+D
Outlook 2000	Make the <b>Find a Contact</b> box active	F11
Outlook 2000	Mark an e-mail message as read	CTRL+Q
Outlook 2000	Open a contact	CTRL+SHIFT+C
Outlook 2000	Open a meeting request	CTRL+SHIFT+Q
Outlook 2000	Open a task	CTRL+SHIFT+K
Outlook 2000	Open an appointment	CTRL+SHIFT+A
Outlook 2000	Open an e-mail message	CTRL+SHIFT+M
Outlook 2000	Open the address book	CTRL+SHIFT+B
Outlook 2000	Open the <b>Advanced Find</b> dialog box	CTRL+SHIFT+F
Outlook 2000	Paste	CTRL+V
Outlook 2000	Print	CTRL+P
Outlook 2000	Select all	CTRL+A
Outlook 2000	Switch to Inbox	CTRL+SHIFT+I
Outlook 2000	Switch to Outbox	CTRL+SHIFT+O
Outlook 2000	Undo	CTRL+Z

Product	Activity	Shortcut Keys
PowerPoint 2000	Apply subscript formatting	CTRL+EQUAL SIGN (=)
PowerPoint 2000	Apply superscript formatting	CTRL+PLUS SIGN (+)
PowerPoint 2000	Bold	CTRL+B
PowerPoint 2000	Capitalize	SHIFT+F3
PowerPoint 2000	Copy	CTRL+C
PowerPoint 2000	Delete a word	CTRL+BACKSPACE
PowerPoint 2000	Demote a paragraph	ALT+SHIFT+RIGHT ARROW
PowerPoint 2000	Find	CTRL+F
PowerPoint 2000	Insert a hyperlink	CTRL+K
PowerPoint 2000	Insert a new slide	CTRL+M
PowerPoint 2000	Italicize	CTRL+I
PowerPoint 2000	Make a duplicate of the current slide	CTRL+D
PowerPoint 2000	Open	CTRL+O
PowerPoint 2000	Open the <b>Font</b> dialog box	CTRL+T
PowerPoint 2000	Paste	CTRL+V
PowerPoint 2000	Print	CTRL+P
PowerPoint 2000	Promote a paragraph	ALT+SHIFT+LEFT ARROW
PowerPoint 2000	Repeat your last action	F4 or CTRL+Y
PowerPoint 2000	Save	CTRL+S
PowerPoint 2000	Select all	CTRL+A
PowerPoint 2000	Start a slide show	F5
PowerPoint 2000	Switch to the next pane (clockwise)	F6
PowerPoint 2000	Switch to the previous pane (counterclockwise)	SHIFT+F6
PowerPoint 2000	Undo	CTRL+Z
PowerPoint 2000	View guides	CTRL+G
Word 2000	Bold	CTRL+B
Word 2000	Change case	SHIFT+F3
Word 2000	Copy	CTRL+C
Word 2000	Delete a word	CTRL+BACKSPACE
Word 2000	Find and replace	CTRL+F
Word 2000	Go to page, section, line, etc.	CTRL+G
Word 2000	Go to the beginning of the document	CTRL+HOME
Word 2000	Go to the end of the document	CTRL+END
Word 2000	Insert a hyperlink	CTRL+K
Word 2000	Italicize	CTRL+I
Word 2000	Open	CTRL+O
Word 2000	Open the thesaurus	SHIFT+F7
Word 2000	Paste	CTRL+V
Word 2000	Print	CTRL+P
Word 2000	Repeat your last action	F4 or CTRL+Y
Word 2000	Save	CTRL+S
Word 2000	Select all	CTRL+A
Word 2000	Select to the beginning of the document	CTRL+SHIFT+HOME
Word 2000	Select to the end of the document	CTRL+SHIFT+END
Word 2000	Undo	CTRL+Z