



Office 2013 shortcuts

COMMON SHORTCUTS ACROSS ALL OFFICE PROGRAMS

Shortcut	Function
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + S	Save
Ctrl + P	Print
Ctrl + F	Find
Ctrl + H	Find and Replace
Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + L	Align Left
Ctrl + R	Align Right
Ctrl + J	Align Center
Ctrl + E	Align Justify
Ctrl + M	Decrease Indent
Ctrl + Shift + M	Increase Indent
Ctrl + D	Default Paragraph Style
Ctrl + W	Close Window
Ctrl + Q	Quit Application
Ctrl + N	New Window
Ctrl + O	Open File
Ctrl + S	Save File
Ctrl + P	Print
Ctrl + F	Find
Ctrl + H	Find and Replace
Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + L	Align Left
Ctrl + R	Align Right
Ctrl + J	Align Center
Ctrl + E	Align Justify
Ctrl + M	Decrease Indent
Ctrl + Shift + M	Increase Indent
Ctrl + D	Default Paragraph Style
Ctrl + W	Close Window
Ctrl + Q	Quit Application
Ctrl + N	New Window
Ctrl + O	Open File
Ctrl + S	Save File

WORD

Shortcut	Function
Ctrl + N	New Document
Ctrl + O	Open Document
Ctrl + S	Save Document
Ctrl + P	Print Document
Ctrl + F	Find
Ctrl + H	Find and Replace
Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + L	Align Left
Ctrl + R	Align Right
Ctrl + J	Align Center
Ctrl + E	Align Justify
Ctrl + M	Decrease Indent
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Ctrl + U	Underline
Ctrl + L	Align Left
Ctrl + R	Align Right
Ctrl + J	Align Center
Ctrl + E	Align Justify
Ctrl + M	Decrease Indent
Ctrl + Shift + M	Increase Indent
Ctrl + D	Default Paragraph Style
Ctrl + W	Close Window
Ctrl + Q	Quit Application
Ctrl + N	New Window
Ctrl + O	Open File
Ctrl + S	Save File

POWERPOINT

Shortcut	Function
Ctrl + N	New Presentation
Ctrl + O	Open Presentation
Ctrl + S	Save Presentation
Ctrl + P	Print Presentation
Ctrl + F	Find
Ctrl + H	Find and Replace
Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + L	Align Left
Ctrl + R	Align Right
Ctrl + J	Align Center
Ctrl + E	Align Justify
Ctrl + M	Decrease Indent
Ctrl + Shift + M	Increase Indent
Ctrl + D	Default Paragraph Style
Ctrl + W	Close Window
Ctrl + Q	Quit Application
Ctrl + N	New Window
Ctrl + O	Open File
Ctrl + S	Save File
Ctrl + P	Print
Ctrl + F	Find
Ctrl + H	Find and Replace
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Ctrl + R	Align Right
Ctrl + J	Align Center
Ctrl + E	Align Justify
Ctrl + M	Decrease Indent
Ctrl + Shift + M	Increase Indent
Ctrl + D	Default Paragraph Style
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Microsoft Office 2013 Shortcuts Quick Study Computer

S Nieto



Microsoft Office 2013 Shortcuts Quick Study Computer:

Office 2013 in easy steps Michael Price, 2013-06-30 Office 2013 in easy steps guides you through Microsoft's latest version of Office so you'll soon master its new features. This new release works with touch stylus, mouse or keyboard across Windows devices including tablets. Sign in with your Microsoft ID and use the software across different platforms. Office 2013 in easy steps majors on Office Professional which includes seven products: Access, Excel, OneNote, Outlook, PowerPoint, Publisher, and Word. It also introduces four other Office applications: InfoPath, Lync, Project, and Visio. There is also some coverage of stand-alone products: SharePoint and MapPoint. SkyDrive Pro 2013, Office 365, and the Web Apps. Aimed at both new and experienced users, Office 2013 in easy steps covers the essential functions of Office in easy steps. Office 2013: The Missing Manual Nancy Conner, Matthew MacDonald, 2013-05-22 Microsoft Office is the most widely used productivity software in the world, but most people just know the basics. This helpful guide gets you started with the programs in Office 2013 and provides lots of power user tips and tricks when you're ready for more. You'll learn about Office's new templates and themes, touchscreen features, and other advances including Excel's Quick Analysis tool. The important stuff you need to know: Create professional-looking documents. Use Word to craft reports, newsletters, and brochures for the Web and desktop. Stay organized. Set up Outlook to track your email, contacts, appointments, and tasks. Work faster with Excel. Determine the best way to present your data with the new Quick Analysis tool. Make inspiring presentations. Build PowerPoint slideshows with video and audio clips, charts, and graphs, and animations. Share your Access database. Design a custom database and let other people view it in their web browsers. Get to know the whole suite. Use other handy Office tools: Publisher, OneNote, and a full range of Office Web Apps. Create and share documents in the cloud. Upload and work with your Office files in Microsoft's SkyDrive. **Enter — A Complete Course in Computer Science Book for Class 4** Shivani Jain, Shelly Malhotra, Goyal Brothers Prakashan, 2020-04-15 Goyal Brothers Prakashan **Enter — A Complete Course in Computer Science Book for Class 5** Shivani Jain, Shelly Malhotra, Goyal Brothers Prakashan, 2020-04-17 Goyal Brothers Prakashan **Enter — A Complete Course in Computer Science Book for Class 8** Shivani Jain, Shelly Malhotra, Goyal Brothers Prakashan, 2020-04-14 Goyal Brothers Prakashan Enter — A Complete Course in Computer Science Book for Class 6 Shivani Jain, Shelly Malhotra, Goyal Brothers Prakashan, 2020-04-22 Goyal Brothers Prakashan **Enter — A Complete Course in Computer Science Book for Class 3** Shivani Jain, Shelly Malhotra, Goyal Brothers Prakashan, 2015-04-07 Goyal Brothers Prakashan *Enter — A Complete Course in Computer Science Book for Class 7* Shivani Jain, Shelly Malhotra, Goyal Brothers Prakashan, 2020-04-18 Goyal Brothers Prakashan *Learning VMware App Volumes* Peter von Oven, 2016-03-30 Deliver applications to virtual desktop environments in seconds and at scale with the click of a button. About This Book Learn how you can deliver a great user experience and drive down storage and management costs. Discover hidden gems to deliver applications to virtual desktop environments in seconds. This book will help you fully utilize the true potential

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From Freshman to Fortune 500 Marky Stein, 2016-12-29 Less than 30 percent of college graduates are working in jobs related to their majors and almost 40 percent are working at jobs that dont require a degree Theyve learned earning a college degree is only the first step to getting a job in your field You must also learn seven secrets to achieve professional goals Marky Stein named by LinkedIn as one of the nations top career experts and a three time McGraw Hill best selling author of job seeking and career transition books walks you through how

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In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is actually astonishing. Within the pages of "**Microsoft Office 2013 Shortcuts Quick Study Computer**," an enthralling opus penned by a very acclaimed wordsmith, readers set about an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve in to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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