



Office 2013 shortcuts

COMMON SHORTCUTS ACROSS ALL OFFICE PROGRAMS

Function	Shortcut
Save	Ctrl+S
Open	Ctrl+O
Print	Ctrl+P
Undo	Ctrl+Z
Redo	Ctrl+Y
Find	Ctrl+F
Copy	Ctrl+C
Paste	Ctrl+V
Cut	Ctrl+X
Close	Ctrl+W
Zoom In	Ctrl++
Zoom Out	Ctrl+-
Full Screen	F11
Exit	Alt+F4

WORD

Function	Shortcut
Save	Ctrl+S
Open	Ctrl+O
Print	Ctrl+P
Undo	Ctrl+Z
Redo	Ctrl+Y
Find	Ctrl+F
Copy	Ctrl+C
Paste	Ctrl+V
Cut	Ctrl+X
Close	Ctrl+W
Zoom In	Ctrl++
Zoom Out	Ctrl+-
Full Screen	F11
Exit	Alt+F4

POWERPOINT

Function	Shortcut
Save	Ctrl+S
Open	Ctrl+O
Print	Ctrl+P
Undo	Ctrl+Z
Redo	Ctrl+Y
Find	Ctrl+F
Copy	Ctrl+C
Paste	Ctrl+V
Cut	Ctrl+X
Close	Ctrl+W
Zoom In	Ctrl++
Zoom Out	Ctrl+-
Full Screen	F11
Exit	Alt+F4

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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 can you 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 of VMware App

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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 to leverage your college degree and one or more of these secrets to work in

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suite you will find that there are a number of great programs included Some of the offerings from this productivity suite include Word Excel PowerPoint and Outlook and with a few upgrades you might be able to get more programs A good chart is something that will help you keep the right kind of shortcuts and features available to you With a suite this robust it is often easy to forget some of the more obscure but no less useful functions

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