



shortcut	action	application	link to tip
CTRL + SHIFT + END	Extend the selection to the end of the file or message	Excel, Word and Outlook	<a href="http://www.roem.co.uk/tip_411.php">http://www.roem.co.uk/tip_411.php</a>
CTRL + SHIFT + HOME	Extend the selection to the beginning of the file or message	Excel, Word and Outlook	<a href="http://www.roem.co.uk/tip_411.php">http://www.roem.co.uk/tip_411.php</a>
CTRL + G	Display the Go To dialog box	Excel, Word and Outlook	<a href="http://www.roem.co.uk/tip_472.php">http://www.roem.co.uk/tip_472.php</a>
CTRL + L	Access the Address/Search Bar	Internet Explorer and Chrome	
CTRL + TAB	Move to next open tab	Internet Explorer, Firefox, Chrome	<a href="http://www.roem.co.uk/tip_265.php">http://www.roem.co.uk/tip_265.php</a>
CTRL + -	Decrease the zoom by 10%	Internet Explorer, Firefox, Chrome	<a href="http://www.roem.co.uk/tip_384.php">http://www.roem.co.uk/tip_384.php</a>
ALT	Display the missing menu bar and the toolbar	Internet Explorer, Firefox, Chrome	<a href="http://www.roem.co.uk/tip_479.php">http://www.roem.co.uk/tip_479.php</a>
CTRL + +	Increase your zoom by 10%	Internet Explorer, Firefox, Chrome	<a href="http://www.roem.co.uk/tip_384.php">http://www.roem.co.uk/tip_384.php</a>
CTRL + 0	Reset your browser's zoom level	Internet Explorer, Firefox, Chrome	<a href="http://www.roem.co.uk/tip_384.php">http://www.roem.co.uk/tip_384.php</a>
F11	Turn Full Screen mode on/off	Internet Explorer, Firefox, Chrome	<a href="http://www.roem.co.uk/tip_173.html">http://www.roem.co.uk/tip_173.html</a>
CTRL + H	Display the browser history	Internet Explorer, Firefox, Chrome	<a href="http://www.roem.co.uk/tip_461.php">http://www.roem.co.uk/tip_461.php</a>
CTRL + SHIFT + T	Reopen recently closed tabs	Internet Explorer, Firefox, Chrome	<a href="http://www.roem.co.uk/tip_510.php">http://www.roem.co.uk/tip_510.php</a>
CTRL + D	Add a Favorite/Bookmark	Internet Explorer, Firefox, Chrome	
SHIFT + Spacebar	Scroll up	Internet Explorer, Firefox, Chrome, PDF	<a href="http://www.roem.co.uk/tip_409.php">http://www.roem.co.uk/tip_409.php</a>
Spacebar	Scroll down	Internet Explorer, Firefox, Chrome, PDF	<a href="http://www.roem.co.uk/tip_409.php">http://www.roem.co.uk/tip_409.php</a>
CTRL + '	Insert the data from the same field in the previous record	Microsoft Access	<a href="http://www.roem.co.uk/tip_74.html">http://www.roem.co.uk/tip_74.html</a>
CTRL + ;	Insert today's date	Microsoft Access	
CTRL + 1	Display the <b>Format Cells</b> dialog box	Microsoft Excel	
CTRL + down arrow	Move to end of a range of cells in a column	Microsoft Excel	<a href="http://www.roem.co.uk/tip_143.html">http://www.roem.co.uk/tip_143.html</a>
CTRL + up arrow	Move to top of a range of cells in a column	Microsoft Excel	<a href="http://www.roem.co.uk/tip_143.html">http://www.roem.co.uk/tip_143.html</a>
CTRL + right arrow	Move to end of a range of cells in a row	Microsoft Excel	<a href="http://www.roem.co.uk/tip_143.html">http://www.roem.co.uk/tip_143.html</a>
CTRL + left arrow	Move to start of a range of cells in a row	Microsoft Excel	<a href="http://www.roem.co.uk/tip_143.html">http://www.roem.co.uk/tip_143.html</a>
CTRL + A twice	Select the entire table, including the table headers	Microsoft Excel	<a href="http://www.roem.co.uk/tip_525.php">http://www.roem.co.uk/tip_525.php</a>
CTRL + SHIFT + right arrow	Select the data in a row of a table	Microsoft Excel	<a href="http://www.roem.co.uk/tip_525.php">http://www.roem.co.uk/tip_525.php</a>
CTRL + SHIFT + down arrow	Select the data in a column of a table	Microsoft Excel	<a href="http://www.roem.co.uk/tip_525.php">http://www.roem.co.uk/tip_525.php</a>
CTRL + SPACEBAR	Select the data in a column of a table	Microsoft Excel	<a href="http://www.roem.co.uk/tip_525.php">http://www.roem.co.uk/tip_525.php</a>
F11	Create a chart in a separate sheet	Microsoft Excel	<a href="http://www.roem.co.uk/tip_388.php">http://www.roem.co.uk/tip_388.php</a>
ALT + F1	Create a chart on the same worksheet as the data	Microsoft Excel	<a href="http://www.roem.co.uk/tip_331.php">http://www.roem.co.uk/tip_331.php</a>
F2	Switch to Edit mode	Microsoft Excel	<a href="http://www.roem.co.uk/tip_53.html">http://www.roem.co.uk/tip_53.html</a>
ALT + ENTER	Insert line breaks	Microsoft Excel	<a href="http://www.roem.co.uk/tip_458.php">http://www.roem.co.uk/tip_458.php</a>
CTRL + J	Find and remove line breaks	Microsoft Excel	<a href="http://www.roem.co.uk/tip_458.php">http://www.roem.co.uk/tip_458.php</a>
CTRL + L	Format as table, enabling filtering	Microsoft Excel	<a href="http://www.roem.co.uk/tip_429.php">http://www.roem.co.uk/tip_429.php</a>
CTRL + T	Format as table, enabling filtering	Microsoft Excel	<a href="http://www.roem.co.uk/tip_429.php">http://www.roem.co.uk/tip_429.php</a>
CTRL + SHIFT + T	Turn total row of a table on or off	Microsoft Excel	<a href="http://www.roem.co.uk/tip_561.php">http://www.roem.co.uk/tip_561.php</a>
ALT + F5	Refresh PivotTable	Microsoft Excel	<a href="http://www.roem.co.uk/tip_349.php">http://www.roem.co.uk/tip_349.php</a>
CTRL + TAB	Move to next open workbook	Microsoft Excel	<a href="http://www.roem.co.uk/tip_433.php">http://www.roem.co.uk/tip_433.php</a>
CTRL + SHIFT + TAB	Cycle backward one workbook	Microsoft Excel	<a href="http://www.roem.co.uk/tip_433.php">http://www.roem.co.uk/tip_433.php</a>
TAB	Autocomplete formula	Microsoft Excel	<a href="http://www.roem.co.uk/tip_437.php">http://www.roem.co.uk/tip_437.php</a>
CTRL + ENTER	Fill any range with the same entry	Microsoft Excel	<a href="http://www.roem.co.uk/tip_562.php">http://www.roem.co.uk/tip_562.php</a>
CTRL + ;	Insert today's date	Excel and Access	<a href="http://www.roem.co.uk/tip_552.php">http://www.roem.co.uk/tip_552.php</a>
CTRL + SHIFT + ;	Insert current time	Excel and Access	<a href="http://www.roem.co.uk/tip_552.php">http://www.roem.co.uk/tip_552.php</a>
CTRL + SHIFT + plus sign	Insert cells, rows or columns	Microsoft Excel	<a href="http://www.roem.co.uk/tip_488.php">http://www.roem.co.uk/tip_488.php</a>
F5	Go To Special	Microsoft Excel	<a href="http://www.roem.co.uk/tip_497.php">http://www.roem.co.uk/tip_497.php</a>
ALT + 7	Create a bulleted list	Microsoft Excel	<a href="http://www.roem.co.uk/tip_523.php">http://www.roem.co.uk/tip_523.php</a>
CTRL + SHIFT + \$	Apply currency format	Microsoft Excel	<a href="http://www.roem.co.uk/tip_554.php">http://www.roem.co.uk/tip_554.php</a>



Ctrl + Q	Display the Quick Analysis options for selected cells that contain data	Microsoft Excel 2013 onwards	
CTRL + Z	Undo an action	Microsoft Office	<a href="http://www.roem.co.uk/tip_522.php">http://www.roem.co.uk/tip_522.php</a>
CTRL + Y	Redo an undone action or repeat the same action	Microsoft Office	<a href="http://www.roem.co.uk/tip_522.php">http://www.roem.co.uk/tip_522.php</a>
CTRL + P	Print	Microsoft Office	<a href="http://www.roem.co.uk/tip_418.php">http://www.roem.co.uk/tip_418.php</a>
F12	Display the Save As dialog box	Microsoft Office	<a href="http://www.roem.co.uk/tip_344.php">http://www.roem.co.uk/tip_344.php</a>
ESC	Equivalent to clicking the <b>Cancel</b> button in a dialog box	Microsoft Office	<a href="http://www.roem.co.uk/tip_262.php">http://www.roem.co.uk/tip_262.php</a>
F1	Get help using Microsoft Office	Microsoft Office	
CTRL + F1	Display or hide the Ribbon	Microsoft Office	<a href="http://www.roem.co.uk/tip_237.php">http://www.roem.co.uk/tip_237.php</a>
CTRL	Open <b>Paste Options</b> dialog box	Microsoft Office	<a href="http://roem.co.uk/tip_465.php">http://roem.co.uk/tip_465.php</a>
ALT, F, X	Exit the program and close all open files after prompting you to save them	Microsoft Office	<a href="http://roem.co.uk/tip_493.php">http://roem.co.uk/tip_493.php</a>
SHIFT + F7	Find and insert synonyms	Microsoft Office	<a href="http://roem.co.uk/tip_556.php">http://roem.co.uk/tip_556.php</a>
CTRL + H	Find and replace	Microsoft Office (incl. Outlook)	<a href="http://roem.co.uk/tip_458.php">http://roem.co.uk/tip_458.php</a>
CTRL + K	Insert Hyperlink	Microsoft Office (incl. Outlook)	<a href="http://roem.co.uk/tip_431.php">http://roem.co.uk/tip_431.php</a>
CTRL + P	Open Print Preview and Print page	Microsoft Office 2010-2013	<a href="http://www.roem.co.uk/tip_404.php">http://www.roem.co.uk/tip_404.php</a>
CTRL + TAB	Switch to the next tab in a tabbed dialog box	Microsoft Office and Windows	<a href="http://www.roem.co.uk/tip_553.php">http://www.roem.co.uk/tip_553.php</a>
CTRL + SHIFT + TAB	Switch to the previous tab in a tabbed dialog box	Microsoft Office and Windows	<a href="http://www.roem.co.uk/tip_553.php">http://www.roem.co.uk/tip_553.php</a>
CTRL + V	Paste the selected item	Microsoft Office and Windows	
CTRL + N	Create new document, email message or window	Microsoft Office, Windows, Internet Explorer and Firefox	
CTRL + W	Close the active window	Microsoft Office, Windows, Internet Explorer and Firefox	<a href="http://www.roem.co.uk/tip_272.php">http://www.roem.co.uk/tip_272.php</a>
ALT + F4	Close the active application	Microsoft Office, Windows, Internet Explorer, Firefox, Chrome	<a href="http://www.roem.co.uk/tip_549.php">http://www.roem.co.uk/tip_549.php</a>
CTRL + F	Find text on the page	Microsoft Office, Windows, Internet Explorer, Firefox, Chrome	
CTRL + ALT + A	Expand the search to include All Mail Items, All Calendar Items, or All Contacts	Microsoft Outlook	<a href="http://roem.co.uk/tip_484.php">http://roem.co.uk/tip_484.php</a>
CTRL + 4	Switch to Tasks	Microsoft Outlook	<a href="http://www.roem.co.uk/tip_259.php">http://www.roem.co.uk/tip_259.php</a>
CTRL + 3	Switch to Contacts	Microsoft Outlook	<a href="http://www.roem.co.uk/tip_259.php">http://www.roem.co.uk/tip_259.php</a>
CTRL + F	Forward a mail message	Microsoft Outlook	
CTRL + 1	Switch to Mail	Microsoft Outlook	<a href="http://www.roem.co.uk/tip_259.php">http://www.roem.co.uk/tip_259.php</a>
CTRL + 2	Switch to Calendar	Microsoft Outlook	<a href="http://www.roem.co.uk/tip_259.php">http://www.roem.co.uk/tip_259.php</a>
CTRL + ALT + R	Reply to a message with a meeting request	Microsoft Outlook	<a href="http://www.roem.co.uk/tip_412.php">http://www.roem.co.uk/tip_412.php</a>
CTRL + K	Check names in address fields and resolve them against the Address Book	Microsoft Outlook	<a href="http://www.roem.co.uk/tip_211.html">http://www.roem.co.uk/tip_211.html</a>
F4	Find text in an email message	Microsoft Outlook	<a href="http://www.roem.co.uk/tip_108.html">http://www.roem.co.uk/tip_108.html</a>
SHIFT + F4	Find the next occurrence of the same text on the page	Microsoft Outlook	<a href="http://www.roem.co.uk/tip_108.html">http://www.roem.co.uk/tip_108.html</a>
CTRL + SHIFT + F	Advanced Find	Microsoft Outlook	
CTRL + G	Go to a specific date	Microsoft Outlook	<a href="http://roem.co.uk/tip_485.php">http://roem.co.uk/tip_485.php</a>
CTRL + SHIFT + N	Create a note	Microsoft Outlook	<a href="http://roem.co.uk/tip_507.php">http://roem.co.uk/tip_507.php</a>
CTRL + ALT + 1	Show daily view	Microsoft Outlook	<a href="http://roem.co.uk/tip_558.php">http://roem.co.uk/tip_558.php</a>
CTRL + ALT + 2	Show days in the work week	Microsoft Outlook	<a href="http://roem.co.uk/tip_558.php">http://roem.co.uk/tip_558.php</a>
CTRL + ALT + 3	Show entire week	Microsoft Outlook	<a href="http://roem.co.uk/tip_558.php">http://roem.co.uk/tip_558.php</a>
CTRL + ALT + 4	Show month	Microsoft Outlook	<a href="http://roem.co.uk/tip_558.php">http://roem.co.uk/tip_558.php</a>
CTRL + SHIFT + L	Create new contact group	Microsoft Outlook	<a href="http://roem.co.uk/tip_387.php">http://roem.co.uk/tip_387.php</a>
CTRL + SHIFT + P	Select a Search Folder	Microsoft Outlook 2010-2013	<a href="http://www.roem.co.uk/tip_443.php">http://www.roem.co.uk/tip_443.php</a>
CTRL + SHIFT + V	Move email messages	Microsoft Outlook 2010-2013	<a href="http://www.roem.co.uk/tip_457.php">http://www.roem.co.uk/tip_457.php</a>
CTRL + SHIFT + Y	Copy email messages	Microsoft Outlook 2010-2013	<a href="http://www.roem.co.uk/tip_457.php">http://www.roem.co.uk/tip_457.php</a>
ALT + F9	Display drawing guides on screen	Microsoft PowerPoint	<a href="http://www.roem.co.uk/tip_202.html">http://www.roem.co.uk/tip_202.html</a>
SHIFT + F5	Start slide show from current slide	Microsoft PowerPoint	<a href="http://www.roem.co.uk/tip_155.html">http://www.roem.co.uk/tip_155.html</a>
F5	Start slide show from first slide	Microsoft PowerPoint	<a href="http://www.roem.co.uk/tip_155.html">http://www.roem.co.uk/tip_155.html</a>
SHIFT + F9	Show or hide grid for positioning objects	Microsoft PowerPoint	<a href="http://www.roem.co.uk/tip_202.html">http://www.roem.co.uk/tip_202.html</a>
CTRL + D	Duplicate selected object	Microsoft PowerPoint	
CTRL + SHIFT + G	Group/ungroup shapes, pictures, or SmartArt	Microsoft PowerPoint	<a href="http://www.roem.co.uk/tip_520.php">http://www.roem.co.uk/tip_520.php</a>
WIN + L	Lock the computer (without using CTRL+ ALT+DELETE)	Microsoft Windows	<a href="http://www.roem.co.uk/tip_210.php">http://www.roem.co.uk/tip_210.php</a>



WIN + D	Minimize all open windows and display the desktop Maximize all minimized windows (it's a toggle)	Microsoft Windows	<a href="http://www.roem.co.uk/tip_447.php">http://www.roem.co.uk/tip_447.php</a>
WIN + E	Open Windows Explorer	Microsoft Windows	<a href="http://www.roem.co.uk/tip_181.php">http://www.roem.co.uk/tip_181.php</a>
WIN	Open Start Menu	Microsoft Windows	<a href="http://www.roem.co.uk/tip_330.php">http://www.roem.co.uk/tip_330.php</a>
ALT + TAB	Switch between open windows/applications	Microsoft Windows	<a href="http://www.roem.co.uk/tip_419.php">http://www.roem.co.uk/tip_419.php</a>
F2	Rename item	Microsoft Windows	<a href="http://www.roem.co.uk/tip_271.php">http://www.roem.co.uk/tip_271.php</a>
Menu key	Display right-click menu	Microsoft Windows	<a href="http://www.roem.co.uk/tip_441.php">http://www.roem.co.uk/tip_441.php</a>
SHIFT + F10	Display right-click menu	Microsoft Windows	<a href="http://www.roem.co.uk/tip_560.php">http://www.roem.co.uk/tip_560.php</a>
Spacebar	Select or clear the check box if the active option is a check box	Microsoft Windows	<a href="http://www.roem.co.uk/tip_242.php">http://www.roem.co.uk/tip_242.php</a>
CTRL + SHIFT + ESC	Start Task Manager	Microsoft Windows	<a href="http://www.roem.co.uk/tip_460.php">http://www.roem.co.uk/tip_460.php</a>
WIN + P	Connect to a projector	Microsoft Windows 7	<a href="http://www.roem.co.uk/tip_451.php">http://www.roem.co.uk/tip_451.php</a>
WIN + SHIFT + TAB	Cycle backward one window	Microsoft Windows 7	<a href="http://www.roem.co.uk/tip_419.php">http://www.roem.co.uk/tip_419.php</a>
WIN + F	Find a file or folder	Microsoft Windows 7	<a href="http://www.roem.co.uk/tip_421.php">http://www.roem.co.uk/tip_421.php</a>
WIN + TAB	Cycle forward one window	Microsoft Windows 7	<a href="http://www.roem.co.uk/tip_419.php">http://www.roem.co.uk/tip_419.php</a>
WIN + up arrow	Maximize the window	Microsoft Windows 7	<a href="http://www.roem.co.uk/tip_330.php">http://www.roem.co.uk/tip_330.php</a>
WIN + right arrow	Snap the window to the right side of the screen	Microsoft Windows 7	<a href="http://www.roem.co.uk/tip_330.php">http://www.roem.co.uk/tip_330.php</a>
WIN + left arrow	Snap the window to the left side of the screen	Microsoft Windows 7	<a href="http://www.roem.co.uk/tip_330.php">http://www.roem.co.uk/tip_330.php</a>
WIN + G	Cycle through gadgets	Microsoft Windows 7	<a href="http://www.roem.co.uk/tip_338.php">http://www.roem.co.uk/tip_338.php</a>
ALT + up arrow	Up one level	Microsoft Windows 7	<a href="http://www.roem.co.uk/tip_364.php">http://www.roem.co.uk/tip_364.php</a>
WIN + number	Open application on the taskbar	Microsoft Windows 7	<a href="http://www.roem.co.uk/tip_444.php">http://www.roem.co.uk/tip_444.php</a>
WIN + Spacebar	Preview the desktop	Microsoft Windows 7	<a href="http://www.roem.co.uk/tip_444.php">http://www.roem.co.uk/tip_444.php</a>
CTRL + ALT + 3	Apply Heading 3 style	Microsoft Word	<a href="http://www.roem.co.uk/tip_423.php">http://www.roem.co.uk/tip_423.php</a>
CTRL + ALT + 2	Apply Heading 2 style	Microsoft Word	<a href="http://www.roem.co.uk/tip_423.php">http://www.roem.co.uk/tip_423.php</a>
CTRL + ALT + 1	Apply Heading 1 style	Microsoft Word	<a href="http://www.roem.co.uk/tip_423.php">http://www.roem.co.uk/tip_423.php</a>
CTRL + SHIFT + N	Apply Normal style	Microsoft Word	<a href="http://www.roem.co.uk/tip_466.php">http://www.roem.co.uk/tip_466.php</a>
CTRL + SHIFT + C	Copy formatting from one place and apply it to another	Microsoft Word	<a href="http://www.roem.co.uk/tip_352.php">http://www.roem.co.uk/tip_352.php</a>
CTRL + SHIFT + V	Paste formatting from one place and apply it to another	Microsoft Word	<a href="http://www.roem.co.uk/tip_352.php">http://www.roem.co.uk/tip_352.php</a>
CTRL + ENTER	Insert page break	Microsoft Word	
SHIFT + F5	Pick up where you left off	Microsoft Word	<a href="http://www.roem.co.uk/tip_400.php">http://www.roem.co.uk/tip_400.php</a>
CTRL + 2	Change to double-space lines	Microsoft Word	<a href="http://www.roem.co.uk/tip_213.html">http://www.roem.co.uk/tip_213.html</a>
CTRL + Spacebar	Remove character formatting	Microsoft Word	<a href="http://roem.co.uk/tip_436.php">http://roem.co.uk/tip_436.php</a>
CTRL + SHIFT + E	Track changes	Microsoft Word	
CTRL + Q	Remove character formatting	Microsoft Word	<a href="http://roem.co.uk/tip_436.php">http://roem.co.uk/tip_436.php</a>
CTRL + G	Select the <b>Go To</b> command	Microsoft Word	<a href="http://roem.co.uk/tip_472.php">http://roem.co.uk/tip_472.php</a>
F7	Check the spelling of text	Microsoft Word	
ALT + F7	Find the next misspelling or grammatical error	Microsoft Word	<a href="http://roem.co.uk/tip_57.html">http://roem.co.uk/tip_57.html</a>
F9	Update all references in a long document	Microsoft Word	<a href="http://roem.co.uk/tip_542.php">http://roem.co.uk/tip_542.php</a>
CTRL + F	Open the Navigation Pane	Microsoft Word 2010-2013	<a href="http://roem.co.uk/tip_415.php">http://roem.co.uk/tip_415.php</a>
ALT + SHIFT + up arrow	Move text or bullet points up	Microsoft Word and PowerPoint	<a href="http://www.roem.co.uk/tip_308.php">http://www.roem.co.uk/tip_308.php</a>
ALT + SHIFT + down arrow	Move text or bullet points down	Microsoft Word and PowerPoint	<a href="http://www.roem.co.uk/tip_308.php">http://www.roem.co.uk/tip_308.php</a>
CTRL + E	Find an item	Outlook, Windows, Internet Explorer, Chrome and Firefox	<a href="http://www.roem.co.uk/tip_524.php">http://www.roem.co.uk/tip_524.php</a>
CTRL + BACKSPACE	Delete the word to the left of the insertion point	Outlook, Word, PowerPoint and Access	<a href="http://www.roem.co.uk/tip_455.php">http://www.roem.co.uk/tip_455.php</a>
CTRL + DELETE	Delete the word to the right of the insertion point	Outlook, Word, PowerPoint and Access	<a href="http://www.roem.co.uk/tip_455.php">http://www.roem.co.uk/tip_455.php</a>
CTRL + left mouse button	Laser pointer in Slide Show View	PowerPoint 2010	<a href="http://www.roem.co.uk/tip_408.php">http://www.roem.co.uk/tip_408.php</a>
ALT + P, SP	Open Page Setup dialog box	Word and Excel	<a href="http://www.roem.co.uk/tip_220.php">http://www.roem.co.uk/tip_220.php</a>
* + TAB (or Spacebar)	Start a bulleted list	Word and Outlook	<a href="http://roem.co.uk/tip_505.php">http://roem.co.uk/tip_505.php</a>
number + TAB (or Spacebar)	Start a numbered list	Word and Outlook	<a href="http://roem.co.uk/tip_505.php">http://roem.co.uk/tip_505.php</a>
3 dashes (---) + ENTER	Add horizontal lines	Word and Outlook	<a href="http://roem.co.uk/tip_167.html">http://roem.co.uk/tip_167.html</a>
SHIFT + F1	Reveal Formatting	Word and Outlook	<a href="http://roem.co.uk/tip_498.php">http://roem.co.uk/tip_498.php</a>

Shortcut of the week - archive



CTRL + ALT + 4	Insert Euro currency symbol	Word and Outlook	
CTRL + SHIFT + F9	Remove all hyperlinks in a document or email message	Word and Outlook	<a href="http://www.roem.co.uk/tip_450.php">http://www.roem.co.uk/tip_450.php</a>
F3	AutoComplete Quick Parts	Word and Outlook	<a href="http://www.roem.co.uk/tip_486.php">http://www.roem.co.uk/tip_486.php</a>
CTRL + SHIFT + 8	Show/Hide paragraph marks and other hidden formatting symbols	Word and Outlook	<a href="http://www.roem.co.uk/tip_394.php">http://www.roem.co.uk/tip_394.php</a>
F4	Repeat your last action	Word, Excel and PowerPoint	<a href="http://www.roem.co.uk/tip_352.php">http://www.roem.co.uk/tip_352.php</a>
F12, TAB, P, ENTER	Save as PDF	Word, Excel and PowerPoint	<a href="http://www.roem.co.uk/tip_480.php">http://www.roem.co.uk/tip_480.php</a>
SHIFT + F3	Toggle between UPPER CASE, lower case and Sentence Case	Word, Outlook and PowerPoint	<a href="http://www.roem.co.uk/tip_19.html">http://www.roem.co.uk/tip_19.html</a>
CTRL + SHIFT + >	Increase the font size	Word, Outlook and PowerPoint	<a href="http://www.roem.co.uk/tip_427.php">http://www.roem.co.uk/tip_427.php</a>
CTRL + SHIFT + <	Decrease the font size	Word, Outlook and PowerPoint	<a href="http://www.roem.co.uk/tip_427.php">http://www.roem.co.uk/tip_427.php</a>
SHIFT + F4	Open or close the Tools pane	Adobe Acrobat	
G	Go to a specific date	Google Calendar	<a href="http://roem.co.uk/tip_539.php">http://roem.co.uk/tip_539.php</a>
<b>Total</b>		<b>153</b>	<b>136</b>