



| 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>   |
| 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 + ;                   | Insert today's date  | Microsoft Excel                         | <a href="http://www.roem.co.uk/tip_358.php">http://www.roem.co.uk/tip_358.php</a>   |
| CTRL + SHIFT + ;           | Insert current time  | Microsoft Excel                         | <a href="http://www.roem.co.uk/tip_358.php">http://www.roem.co.uk/tip_358.php</a>   |

## Shortcut of the week - archive



|                          |   |   |   |
|--------------------------|---|---|---|
| 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 + 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>           |
| 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                                  |   |
| CTRL + SHIFT + TAB       | Switch to the previous tab in a tabbed dialog box                             | Microsoft Office and Windows                                  |   |
| 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 Expl                      | <a href="http://www.roem.co.uk/tip_272.php">http://www.roem.co.uk/tip_272.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 Conta | 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 + 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  |   |

## Shortcut of the week - archive



|                          |   |   |   |
|--------------------------|---|---|---|
| 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<br>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_441.php">http://www.roem.co.uk/tip_441.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               | Return to the location you were last working in   | 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, Ch | <a href="http://www.roem.co.uk/tip_524.php">http://www.roem.co.uk/tip_524.php</a>   |

## Shortcut of the week - archive



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|----------------------------|---|--------------------------------------|---|
| 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>         |
| 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>         |