



Back in March 2013 I decided to drip-feed one shortcut per week. Almost all of them link to one of my more detailed Clever Clogs Tips that I've been cranking out since 2003. See <https://www.roem.co.uk/hints.php> There's obviously nothing wrong with using the mouse, but many people find that keyboard shortcuts help them to work faster. And for users with mobility or vision disabilities it can be a very important alternative.

shortcut	action	application	link to tip
	Top 10 Easter shortcuts	Word, Excel, PowerPoint and Outlook	<a href="#">LinkedIn</a>
SHIFT + F4	Open or close the Tools pane	Adobe Acrobat	
CTRL + D	Add a Favorite/Bookmark	Chrome, Edge, Firefox	<a href="#">LinkedIn</a>
CTRL + SHIFT + DELETE	Delete your browsing history	Chrome, Edge, Firefox	
CTRL + SHIFT + T	Reopen recently closed tabs	Chrome, Edge, Firefox	<a href="https://www.roem.co.uk/tip_510.php">https://www.roem.co.uk/tip_510.php</a>
CTRL + T	Open a new tab	Chrome, Edge, Firefox	<a href="https://www.roem.co.uk/tip_510.php">https://www.roem.co.uk/tip_510.php</a>
CTRL + SHIFT + N	Prevent your browsing history from being stored	Edge and Chrome	<a href="https://www.roem.co.uk/tip_690.php">https://www.roem.co.uk/tip_690.php</a>
CTRL + SHIFT + N	Juggling multiple OneDrive and M365 accounts	Edge and Chrome	<a href="#">LinkedIn</a>
CTRL + SHIFT + O	Open list of Favourites and Bookmarks	Edge and Chrome	<a href="#">LinkedIn</a>
CTRL + SHIFT + B	Toggle the <b>Favourites (Bookmarks) bar</b> on and off	Edge and Chrome	
CTRL + DELETE	Stop fighting Excel's AutoComplete	Excel	<a href="https://www.roem.co.uk/tip_758.php">https://www.roem.co.uk/tip_758.php</a>
CTRL + ;	Insert today's date	Excel and Access	<a href="https://www.roem.co.uk/tip_552.php">https://www.roem.co.uk/tip_552.php</a>
CTRL + SHIFT + ;	Insert current time	Excel and Access	<a href="https://www.roem.co.uk/tip_552.php">https://www.roem.co.uk/tip_552.php</a>
CTRL + G	Display the <b>Go To</b> dialog box	Excel, Word and Outlook	<a href="https://www.roem.co.uk/tip_472.php">https://www.roem.co.uk/tip_472.php</a>
CTRL + SHIFT + END	Extend the selection to the end of the file or message	Excel, Word and Outlook	<a href="https://www.roem.co.uk/tip_411.php">https://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="https://www.roem.co.uk/tip_411.php">https://www.roem.co.uk/tip_411.php</a>
CTRL + SHIFT + P	Prevent your browsing history from being stored	Firefox	<a href="https://www.roem.co.uk/tip_690.php">https://www.roem.co.uk/tip_690.php</a>
G	Go to a specific date	Google Calendar	<a href="https://roem.co.uk/tip_539.php">https://roem.co.uk/tip_539.php</a>
/	Jump back to search box to refine search	Google Search	<a href="https://roem.co.uk/tip_651.php">https://roem.co.uk/tip_651.php</a>
CTRL + L	Access the Address/Search Bar	Internet Explorer and Chrome	
ALT	Display the missing menu bar and the toolbar	Internet Explorer, Firefox, Chrome	<a href="https://www.roem.co.uk/tip_479.php">https://www.roem.co.uk/tip_479.php</a>
CTRL + -	Decrease the zoom by 10%	Internet Explorer, Firefox, Chrome	<a href="https://www.roem.co.uk/tip_384.php">https://www.roem.co.uk/tip_384.php</a>
CTRL + +	Increase your zoom by 10%	Internet Explorer, Firefox, Chrome	<a href="https://www.roem.co.uk/tip_384.php">https://www.roem.co.uk/tip_384.php</a>
CTRL + 0	Reset your browser's zoom level	Internet Explorer, Firefox, Chrome	<a href="https://www.roem.co.uk/tip_384.php">https://www.roem.co.uk/tip_384.php</a>
CTRL + H	Display the browser history	Internet Explorer, Firefox, Chrome	<a href="https://www.roem.co.uk/tip_461.php">https://www.roem.co.uk/tip_461.php</a>
F11	Turn Full Screen mode on/off	Internet Explorer, Firefox, Chrome	<a href="https://www.roem.co.uk/tip_173.html">https://www.roem.co.uk/tip_173.html</a>
CTRL + TAB	Move to next open tab	Internet Explorer, Firefox, Chrome, Edge	<a href="https://www.roem.co.uk/tip_265.php">https://www.roem.co.uk/tip_265.php</a>
SHIFT + SPACEBAR	Scroll up	Internet Explorer, Firefox, Chrome, Edge, PDF	<a href="https://www.roem.co.uk/tip_409.php">https://www.roem.co.uk/tip_409.php</a>
SPACEBAR	Scroll down	Internet Explorer, Firefox, Chrome, Edge, PDF	<a href="https://www.roem.co.uk/tip_409.php">https://www.roem.co.uk/tip_409.php</a>
ALT + 7	Create a bulleted list	LinkedIn	<a href="#">LinkedIn</a>
CTRL + `	Insert the data from the same field in the previous record	Microsoft Access	<a href="https://www.roem.co.uk/tip_74.html">https://www.roem.co.uk/tip_74.html</a>
CTRL + SHIFT + comma	Turn vertical tabs on/off	Microsoft Edge	<a href="#">LinkedIn</a>
CTRL + SHIFT + full stop/period (.)	Open/close your Copilot for the web	Microsoft Edge	<a href="#">LinkedIn</a>
CTRL + SHIFT + S	Capture full web page	Microsoft Edge	<a href="#">LinkedIn</a>
CTRL + full stop/period (.)	Cycle through the corners of a selected range or Table	Microsoft Excel	<a href="#">LinkedIn</a>
ALT + ;	Find hidden rows and columns	Microsoft Excel	<a href="#">LinkedIn</a>
ALT + =	Total the numbers in a column or row	Microsoft Excel	<a href="#">LinkedIn</a>
ALT + 7	Create a bulleted list	Microsoft Excel	<a href="https://www.roem.co.uk/tip_523.php">https://www.roem.co.uk/tip_523.php</a>
ALT + down arrow	Pick from drop-down list	Microsoft Excel	<a href="https://www.roem.co.uk/tip_604.php">https://www.roem.co.uk/tip_604.php</a>
ALT + ENTER	Insert line breaks	Microsoft Excel	<a href="https://www.roem.co.uk/tip_458.php">https://www.roem.co.uk/tip_458.php</a>
ALT + F1	Create a chart on the same worksheet as the data	Microsoft Excel	<a href="https://www.roem.co.uk/tip_331.php">https://www.roem.co.uk/tip_331.php</a>
ALT + F3	Jump to Name Box, ready to type name for selected cell(s)	Microsoft Excel	<a href="#">LinkedIn</a>
ALT + F5	Refresh PivotTable	Microsoft Excel	<a href="https://www.roem.co.uk/tip_349.php">https://www.roem.co.uk/tip_349.php</a>
ALT + SHIFT + left arrow	Ungroup previously grouped cells, such as grouped dates by years in PivotTables	Microsoft Excel	
ALT + SHIFT + right arrow	Group rows and columns or change grouped dates in PivotTables	Microsoft Excel	
CTRL + #	Apply dd-mmm-yy format to a date	Microsoft Excel	<a href="https://www.roem.co.uk/tip_641.php">https://www.roem.co.uk/tip_641.php</a>
CTRL + `	Switch between displaying formulas and their values	Microsoft Excel	<a href="https://www.roem.co.uk/tip_238.php">https://www.roem.co.uk/tip_238.php</a>
CTRL + 1	Display the <b>Format Cells</b> dialog box	Microsoft Excel	
CTRL + A twice	Select the entire table, including the table headers	Microsoft Excel	<a href="https://www.roem.co.uk/tip_525.php">https://www.roem.co.uk/tip_525.php</a>
CTRL + D	Copy content and formatting of row above	Microsoft Excel	<a href="https://www.roem.co.uk/tip_296.php">https://www.roem.co.uk/tip_296.php</a>
CTRL + down arrow	Move to end of a range of cells in a column	Microsoft Excel	<a href="https://www.roem.co.uk/tip_143.html">https://www.roem.co.uk/tip_143.html</a>
CTRL + ENTER	Fill any range with the same entry	Microsoft Excel	<a href="https://www.roem.co.uk/tip_562.php">https://www.roem.co.uk/tip_562.php</a>



CTRL + F3	Display Name Manager dialog box: find, create, edit or delete names	Microsoft Excel	<a href="#">LinkedIn</a>
CTRL + J	Find and remove line breaks	Microsoft Excel	<a href="https://www.roem.co.uk/tip_458.php">https://www.roem.co.uk/tip_458.php</a>
CTRL + L	Format as table, enabling filtering	Microsoft Excel	<a href="https://www.roem.co.uk/tip_429.php">https://www.roem.co.uk/tip_429.php</a>
CTRL + left arrow	Move to start of a range of cells in a row	Microsoft Excel	<a href="https://www.roem.co.uk/tip_143.html">https://www.roem.co.uk/tip_143.html</a>
CTRL + minus sign	Delete cells, rows or columns	Microsoft Excel	
CTRL + PgDn (PageDown)	Move to the previous sheet in a workbook	Microsoft Excel	<a href="https://www.roem.co.uk/tip_37.html">https://www.roem.co.uk/tip_37.html</a>
CTRL + PgUp (PageUp)	Move to the next sheet in a workbook	Microsoft Excel	<a href="https://www.roem.co.uk/tip_37.html">https://www.roem.co.uk/tip_37.html</a>
CTRL + R	Copy content and formatting of column to the left	Microsoft Excel	<a href="https://www.roem.co.uk/tip_296.php">https://www.roem.co.uk/tip_296.php</a>
CTRL + right arrow	Move to end of a range of cells in a row	Microsoft Excel	<a href="https://www.roem.co.uk/tip_143.html">https://www.roem.co.uk/tip_143.html</a>
CTRL + SHIFT + \$	Apply currency format	Microsoft Excel	<a href="https://www.roem.co.uk/tip_554.php">https://www.roem.co.uk/tip_554.php</a>
CTRL + SHIFT + down arrow	Select the data in a column of a table	Microsoft Excel	<a href="https://www.roem.co.uk/tip_525.php">https://www.roem.co.uk/tip_525.php</a>
CTRL + SHIFT + F2	New Comment	Microsoft Excel	<a href="https://www.roem.co.uk/tip_729.php">https://www.roem.co.uk/tip_729.php</a>
CTRL + SHIFT + plus sign	Insert cells, rows or columns	Microsoft Excel	<a href="https://www.roem.co.uk/tip_448.php">https://www.roem.co.uk/tip_448.php</a>
CTRL + SHIFT + right arrow	Select the data in a row of a table	Microsoft Excel	<a href="https://www.roem.co.uk/tip_525.php">https://www.roem.co.uk/tip_525.php</a>
CTRL + SHIFT + T	Turn total row of a table on or off	Microsoft Excel	<a href="https://www.roem.co.uk/tip_561.php">https://www.roem.co.uk/tip_561.php</a>
CTRL + SHIFT + TAB	Cycle backward one workbook	Microsoft Excel	<a href="https://www.roem.co.uk/tip_433.php">https://www.roem.co.uk/tip_433.php</a>
CTRL + SPACEBAR	Select data in a column	Microsoft Excel	<a href="https://www.roem.co.uk/tip_675.php">https://www.roem.co.uk/tip_675.php</a>
CTRL + T	Format as table, enabling filtering	Microsoft Excel	<a href="https://www.roem.co.uk/tip_429.php">https://www.roem.co.uk/tip_429.php</a>
CTRL + TAB	Move to next open workbook	Microsoft Excel	<a href="https://www.roem.co.uk/tip_433.php">https://www.roem.co.uk/tip_433.php</a>
CTRL + up arrow	Move to top of a range of cells in a column	Microsoft Excel	<a href="https://www.roem.co.uk/tip_143.html">https://www.roem.co.uk/tip_143.html</a>
CTRL + PGDN	Jump to last selected cell in next worksheet	Microsoft Excel	<a href="https://www.roem.co.uk/tip_587.php">https://www.roem.co.uk/tip_587.php</a>
CTRL + PGUP	Jump to last selected cell in previous worksheet	Microsoft Excel	<a href="https://www.roem.co.uk/tip_587.php">https://www.roem.co.uk/tip_587.php</a>
F11	Create a chart in a separate sheet	Microsoft Excel	<a href="https://www.roem.co.uk/tip_388.php">https://www.roem.co.uk/tip_388.php</a>
F2	Switch to Edit mode	Microsoft Excel	<a href="https://www.roem.co.uk/tip_53.html">https://www.roem.co.uk/tip_53.html</a>
F3	Insert a list of named ranges (if names have been defined in the workbook)	Microsoft Excel	<a href="https://www.roem.co.uk/tip_713.php">https://www.roem.co.uk/tip_713.php</a>
F4	Cycle through all combinations of absolute and relative references	Microsoft Excel	<a href="https://www.roem.co.uk/tip_73.html">https://www.roem.co.uk/tip_73.html</a>
F5	Go To Special	Microsoft Excel	<a href="https://www.roem.co.uk/tip_497.php">https://www.roem.co.uk/tip_497.php</a>
SHIFT + F2	New Note	Microsoft Excel	<a href="https://www.roem.co.uk/tip_729.php">https://www.roem.co.uk/tip_729.php</a>
SHIFT + SPACEBAR	Select data in a row	Microsoft Excel	<a href="https://www.roem.co.uk/tip_675.php">https://www.roem.co.uk/tip_675.php</a>
TAB	Formula Autocomplete	Microsoft Excel	<a href="https://www.roem.co.uk/tip_437.php">https://www.roem.co.uk/tip_437.php</a>
CTRL + drag	Copy a worksheet in the same workbook	Microsoft Excel	<a href="#">LinkedIn</a>
CTRL + [	Navigate to precedents of the selected cell	Microsoft Excel	
CTRL + ]	Navigate to dependents of the selected cell	Microsoft Excel	
CTRL + E	<b>Flash Fill:</b> Recognise a pattern and automatically fill values	Microsoft Excel 2013 onwards	<a href="http://www.roem.co.uk/tip_709.php">http://www.roem.co.uk/tip_709.php</a>
CTRL + Q	Quickly and easily analyse data	Microsoft Excel 2013 onwards	<a href="https://roem.co.uk/tip_707.php">https://roem.co.uk/tip_707.php</a>
CTRL + SHIFT + V	Paste values without formatting	Microsoft Excel 365	<a href="https://www.roem.co.uk/tip_740.php">https://www.roem.co.uk/tip_740.php</a>
ALT + CTRL + V	Open Paste Special dialog box	Microsoft Office	<a href="#">LinkedIn</a>
CTRL + F6	Move to next open document	Microsoft Office	
CTRL + P	Print	Microsoft Office	<a href="https://www.roem.co.uk/tip_418.php">https://www.roem.co.uk/tip_418.php</a>
CTRL + Y	Redo an undone action or repeat the same action	Microsoft Office	<a href="https://www.roem.co.uk/tip_522.php">https://www.roem.co.uk/tip_522.php</a>
CTRL + Z	Undo an action	Microsoft Office	<a href="https://www.roem.co.uk/tip_522.php">https://www.roem.co.uk/tip_522.php</a>
ESC	10 ways to use the Esc key	Microsoft Office	<a href="https://www.roem.co.uk/tip_657.php">https://www.roem.co.uk/tip_657.php</a>
F12	Display the Save As dialog box, bypassing Backstage View	Microsoft Office	<a href="https://www.roem.co.uk/tip_344.php">https://www.roem.co.uk/tip_344.php</a>
CTRL + F12	Display the Open dialog box, bypassing Backstage View	Microsoft Office	<a href="#">LinkedIn</a>
ALT + CTRL + I	Open Print Preview and Print page	Microsoft Office	<a href="https://roem.co.uk/tip_305.php">https://roem.co.uk/tip_305.php</a>
ALT, F, X	Exit the program and close all open files after prompting you to save them	Microsoft Office	<a href="https://roem.co.uk/tip_493.php">https://roem.co.uk/tip_493.php</a>
CTRL	Open <b>Paste Options</b> dialog box	Microsoft Office	<a href="https://roem.co.uk/tip_465.php">https://roem.co.uk/tip_465.php</a>
CTRL + END	Jump to end of document	Microsoft Office	<a href="https://roem.co.uk/tip_566.php">https://roem.co.uk/tip_566.php</a>
CTRL + F1	Display or hide the Ribbon	Microsoft Office	<a href="https://www.roem.co.uk/tip_237.php">https://www.roem.co.uk/tip_237.php</a>
CTRL + HOME	Jump to beginning of document	Microsoft Office	<a href="https://roem.co.uk/tip_566.php">https://roem.co.uk/tip_566.php</a>
ESC	Cancel a command	Microsoft Office	<a href="https://www.roem.co.uk/tip_262.php">https://www.roem.co.uk/tip_262.php</a>
F1	Get help using Microsoft Office	Microsoft Office	
SHIFT + F7	Find and insert synonyms	Microsoft Office	<a href="https://roem.co.uk/tip_556.php">https://roem.co.uk/tip_556.php</a>
CTRL + H	Find and replace	Microsoft Office (incl. Outlook)	<a href="https://roem.co.uk/tip_458.php">https://roem.co.uk/tip_458.php</a>
CTRL + K	Insert Hyperlink	Microsoft Office (incl. Outlook)	<a href="https://roem.co.uk/tip_431.php">https://roem.co.uk/tip_431.php</a>
CTRL + P	Open Print Preview and Print page	Microsoft Office 2010-2013	<a href="https://www.roem.co.uk/tip_404.php">https://www.roem.co.uk/tip_404.php</a>



ALT + Q	Open <b>Tell me what you want to do</b> box	Microsoft Office 2016	<a href="https://roem.co.uk/tip_625.php">https://roem.co.uk/tip_625.php</a>
CTRL + SHIFT + TAB	Switch to the previous tab in a tabbed dialog box	Microsoft Office and Windows	<a href="https://www.roem.co.uk/tip_553.php">https://www.roem.co.uk/tip_553.php</a>
CTRL + TAB	Switch to the next tab in a tabbed dialog box	Microsoft Office and Windows	<a href="https://www.roem.co.uk/tip_553.php">https://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, chat, window or tab	Microsoft Office, Teams, Windows, web browsers	<a href="https://www.roem.co.uk/tip_635.php">https://www.roem.co.uk/tip_635.php</a>
ALT + F4	Close the active application	Microsoft Office, Windows, Edge Firefox, Chrome	<a href="https://www.roem.co.uk/tip_549.php">https://www.roem.co.uk/tip_549.php</a>
CTRL + W	Close the window	Microsoft Office, Windows, Internet Explorer and Firefox	<a href="https://www.roem.co.uk/tip_272.php">https://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 Contact Items	Microsoft Outlook	<a href="https://roem.co.uk/tip_484.php">https://roem.co.uk/tip_484.php</a>
CTRL + R	Reply to an email message	Microsoft Outlook	
CTRL + SHIFT + R	Reply to everyone (Reply All)	Microsoft Outlook	
CTRL + E, TAB + ENTER	Open <b>Advanced Search</b> dialog box	Microsoft Outlook	<a href="https://roem.co.uk/tip_656.php">https://roem.co.uk/tip_656.php</a>
CTRL + ENTER	Alternative to clicking on the <b>Send</b> button	Microsoft Outlook	<a href="https://roem.co.uk/tip_737.php">https://roem.co.uk/tip_737.php</a>
Insert	Flag messages or mark them as complete	Microsoft Outlook	<a href="https://roem.co.uk/tip_679.php">https://roem.co.uk/tip_679.php</a>
ALT + up arrow	Go to previous week	Microsoft Outlook	
CTRL + 1	Switch to Mail	Microsoft Outlook	<a href="https://www.roem.co.uk/tip_259.php">https://www.roem.co.uk/tip_259.php</a>
CTRL + 2	Switch to Calendar	Microsoft Outlook	<a href="https://www.roem.co.uk/tip_259.php">https://www.roem.co.uk/tip_259.php</a>
CTRL + 3	Switch to Contacts	Microsoft Outlook	<a href="https://www.roem.co.uk/tip_259.php">https://www.roem.co.uk/tip_259.php</a>
CTRL + 4	Switch to Tasks	Microsoft Outlook	<a href="https://www.roem.co.uk/tip_259.php">https://www.roem.co.uk/tip_259.php</a>
CTRL + ALT + 1	Show daily view	Microsoft Outlook	<a href="https://roem.co.uk/tip_558.php">https://roem.co.uk/tip_558.php</a>
CTRL + ALT + 2	Show days in the work week	Microsoft Outlook	<a href="https://roem.co.uk/tip_558.php">https://roem.co.uk/tip_558.php</a>
CTRL + ALT + 3	Show entire week	Microsoft Outlook	<a href="https://roem.co.uk/tip_558.php">https://roem.co.uk/tip_558.php</a>
CTRL + ALT + 4	Show month	Microsoft Outlook	<a href="https://roem.co.uk/tip_558.php">https://roem.co.uk/tip_558.php</a>
CTRL + ALT + R	Create a meeting request from an email	Microsoft Outlook	<a href="https://www.roem.co.uk/tip_412.php">https://www.roem.co.uk/tip_412.php</a>
CTRL + F	Forward a mail message	Microsoft Outlook	
CTRL + G	Jump to a specific date in your calendar	Microsoft Outlook	<a href="https://www.roem.co.uk/tip_485.php">https://www.roem.co.uk/tip_485.php</a>
CTRL + T	Jump to today's date in the calendar	Microsoft Outlook	<a href="https://www.roem.co.uk/tip_485.php">https://www.roem.co.uk/tip_485.php</a>
CTRL + K	Check names in address fields and resolve them against the Address Book	Microsoft Outlook	<a href="https://www.roem.co.uk/tip_211.html">https://www.roem.co.uk/tip_211.html</a>
CTRL + SHIFT + A	Create a new appointment from any Outlook view	Microsoft Outlook	<a href="https://roem.co.uk/tip_650.php">https://roem.co.uk/tip_650.php</a>
CTRL + SHIFT + E	Create a new folder in the Navigation Pane	Microsoft Outlook	
CTRL + SHIFT + F	Advanced Find	Microsoft Outlook	
CTRL + SHIFT + i	Jump to your inbox	Microsoft Outlook	<a href="https://www.roem.co.uk/tip_696.php">https://www.roem.co.uk/tip_696.php</a>
CTRL + SHIFT + L	Create new contact group from any Outlook view	Microsoft Outlook	<a href="https://roem.co.uk/tip_606.php">https://roem.co.uk/tip_606.php</a>
CTRL + SHIFT + M	Create a new message from any Outlook view	Microsoft Outlook	<a href="https://roem.co.uk/tip_650.php">https://roem.co.uk/tip_650.php</a>
CTRL + SHIFT + N	Create electronic sticky notes from any Outlook view	Microsoft Outlook	<a href="https://roem.co.uk/tip_590.php">https://roem.co.uk/tip_590.php</a>
CTRL + U	Mark as unread	Microsoft Outlook	<a href="https://roem.co.uk/tip_608.php">https://roem.co.uk/tip_608.php</a>
CTRL + V	Automatically open new email and paste content from Clipboard	Microsoft Outlook	<a href="https://roem.co.uk/tip_519.php">https://roem.co.uk/tip_519.php</a>
CTRL + Y	Switch folders	Microsoft Outlook	<a href="https://www.roem.co.uk/tip_108.html">https://www.roem.co.uk/tip_108.html</a>
F4	Find text in an email message	Microsoft Outlook	<a href="https://www.roem.co.uk/tip_108.html">https://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="https://www.roem.co.uk/tip_108.html">https://www.roem.co.uk/tip_108.html</a>
F9	Sync sent and received email	Microsoft Outlook	<a href="https://www.roem.co.uk/tip_108.html">https://www.roem.co.uk/tip_108.html</a>
SHIFT + ENTER	Open a message in its own window when using Reading Pane	Microsoft Outlook	
right arrow	Expand a conversation	Microsoft Outlook	<a href="https://www.roem.co.uk/tip_743.php">https://www.roem.co.uk/tip_743.php</a>
left arrow	Collapse a conversation	Microsoft Outlook	<a href="https://www.roem.co.uk/tip_743.php">https://www.roem.co.uk/tip_743.php</a>
CTRL + F	Create a copy of a draft email	Microsoft Outlook	<a href="https://www.roem.co.uk/tip_743.php">https://www.roem.co.uk/tip_743.php</a>
CTRL + 5	Switch to Notes	Microsoft Outlook 2010	<a href="https://www.roem.co.uk/tip_259.php">https://www.roem.co.uk/tip_259.php</a>
CTRL + SHIFT + P	Select a Search Folder	Microsoft Outlook 2010-2013	<a href="https://www.roem.co.uk/tip_443.php">https://www.roem.co.uk/tip_443.php</a>
CTRL + SHIFT + V	Move email messages	Microsoft Outlook 2010-2013	<a href="https://www.roem.co.uk/tip_457.php">https://www.roem.co.uk/tip_457.php</a>
CTRL + SHIFT + Y	Copy email messages	Microsoft Outlook 2010-2013	<a href="https://www.roem.co.uk/tip_457.php">https://www.roem.co.uk/tip_457.php</a>
CTRL + 5	Switch to To Do	Microsoft Outlook 365	<a href="https://www.roem.co.uk/tip_708.php">https://www.roem.co.uk/tip_708.php</a>
ALT + F9	Display drawing guides on screen	Microsoft PowerPoint	<a href="https://www.roem.co.uk/tip_202.html">https://www.roem.co.uk/tip_202.html</a>
CTRL + A	Unhide arrow pointer during slide show	Microsoft PowerPoint	<a href="https://www.roem.co.uk/tip_287.php">https://www.roem.co.uk/tip_287.php</a>
CTRL + D	Duplicate selected object	Microsoft PowerPoint	<a href="https://www.roem.co.uk/tip_613.php">https://www.roem.co.uk/tip_613.php</a>
CTRL + D	Duplicate slide	Microsoft PowerPoint	<a href="https://www.roem.co.uk/tip_511.php">https://www.roem.co.uk/tip_511.php</a>
CTRL + H	Hide arrow pointer during slide show	Microsoft PowerPoint	<a href="https://www.roem.co.uk/tip_287.php">https://www.roem.co.uk/tip_287.php</a>
CTRL + S	View the <b>All Slides</b> dialog box	Microsoft PowerPoint	<a href="https://www.roem.co.uk/tip_568.php">https://www.roem.co.uk/tip_568.php</a>



CTRL + SHIFT + drag	Copy and align objects	Microsoft PowerPoint	<a href="https://www.roem.co.uk/tip_28.html">https://www.roem.co.uk/tip_28.html</a>
CTRL + SHIFT + G	Group/ungroup shapes, pictures, or SmartArt	Microsoft PowerPoint	<a href="https://www.roem.co.uk/tip_520.php">https://www.roem.co.uk/tip_520.php</a>
CTRL + T	Display the Windows taskbar	Microsoft PowerPoint	<a href="https://www.roem.co.uk/tip_165.html">https://www.roem.co.uk/tip_165.html</a>
CTRL + TAB	Move to next open presentation	Microsoft PowerPoint	
F2	Toggle between Shape and its text	Microsoft PowerPoint	<a href="https://www.roem.co.uk/tip_705.php">https://www.roem.co.uk/tip_705.php</a>
F5	Start slide show from first slide	Microsoft PowerPoint	<a href="https://www.roem.co.uk/tip_155.html">https://www.roem.co.uk/tip_155.html</a>
ALT + F5	Use Presenter View	Microsoft PowerPoint	
number + ENTER	Jump to a specific slide	Microsoft PowerPoint	<a href="https://www.roem.co.uk/tip_153.html">https://www.roem.co.uk/tip_153.html</a>
SHIFT + F5	Start slide show from current slide	Microsoft PowerPoint	<a href="https://www.roem.co.uk/tip_155.html">https://www.roem.co.uk/tip_155.html</a>
SHIFT + F9	Show or hide grid for positioning objects	Microsoft PowerPoint	<a href="https://www.roem.co.uk/tip_202.html">https://www.roem.co.uk/tip_202.html</a>
TAB	Flick through all objects on your slide	Microsoft PowerPoint	<a href="https://www.roem.co.uk/tip_715.php">https://www.roem.co.uk/tip_715.php</a>
CTRL + left mouse button	Laser pointer in Slide Show View	Microsoft PowerPoint 2010	<a href="https://www.roem.co.uk/tip_408.php">https://www.roem.co.uk/tip_408.php</a>
CTRL + L	Start (and stop) laser pointer	Microsoft PowerPoint 2013 onwards	<a href="https://www.roem.co.uk/tip_596.php">https://www.roem.co.uk/tip_596.php</a>
ALT + TAB	Switch between open windows/applications	Microsoft Windows	<a href="https://www.roem.co.uk/tip_419.php">https://www.roem.co.uk/tip_419.php</a>
CTRL + SHIFT + ESC	Start Task Manager	Microsoft Windows	<a href="https://www.roem.co.uk/tip_460.php">https://www.roem.co.uk/tip_460.php</a>
F2	Rename item	Microsoft Windows	<a href="https://www.roem.co.uk/tip_271.php">https://www.roem.co.uk/tip_271.php</a>
Menu key	Display right-click menu	Microsoft Windows	<a href="https://www.roem.co.uk/tip_441.php">https://www.roem.co.uk/tip_441.php</a>
SHIFT + F10	Display right-click menu	Microsoft Windows	<a href="https://www.roem.co.uk/tip_560.php">https://www.roem.co.uk/tip_560.php</a>
SPACEBAR	Select or clear a checkbox	Microsoft Windows	<a href="https://www.roem.co.uk/tip_242.php">https://www.roem.co.uk/tip_242.php</a>
WIN	Open Start Menu	Microsoft Windows	<a href="https://www.roem.co.uk/tip_330.php">https://www.roem.co.uk/tip_330.php</a>
WIN + D	Minimize all open windows and display the desktop Maximize all minimized windows (it's a toggle)	Microsoft Windows	<a href="https://www.roem.co.uk/tip_447.php">https://www.roem.co.uk/tip_447.php</a>
WIN + L	Lock the computer	Microsoft Windows	<a href="https://www.roem.co.uk/tip_210.php">https://www.roem.co.uk/tip_210.php</a>
WIN + SHIFT + S	Open Snipping Tool to capture screenshots	Microsoft Windows	LinkedIn
ALT + up arrow	Up one level	Microsoft Windows	<a href="https://www.roem.co.uk/tip_364.php">https://www.roem.co.uk/tip_364.php</a>
SHIFT + F10, v, d	Hide/unhide desktop icons	Microsoft Windows	<a href="https://www.roem.co.uk/tip_717.php">https://www.roem.co.uk/tip_717.php</a>
WIN + Esc	Turn off Magnifier	Microsoft Windows	LinkedIn
WIN + plus sign (+)	Turn on Magnifier	Microsoft Windows	LinkedIn
WIN + SHIFT + left arrow	Move window to second monitor	Microsoft Windows	LinkedIn
WIN + Print Screen	Capture two-monitor screenshot	Microsoft Windows	LinkedIn
WIN + T	Flick through all apps on your taskbar	Microsoft Windows	
WIN + C	Open/close Copilot for Windows	Microsoft Windows 11	LinkedIn
WIN + Focus	Start focus session	Microsoft Windows 11	<a href="https://www.roem.co.uk/tip_756.php">https://www.roem.co.uk/tip_756.php</a>
ALT + ENTER	Open Properties window for selected file, folder or drive	Microsoft Windows 11	<a href="https://www.roem.co.uk/tip_760.php">https://www.roem.co.uk/tip_760.php</a>
WIN + -	Insert an en dash (–) dash while typing	Microsoft Windows 11	
WIN + SHIFT + -	Insert an em dash (—) dash while typing	Microsoft Windows 11	LinkedIn
WIN + E	Open Windows Explorer	Microsoft Windows 7	<a href="https://www.roem.co.uk/tip_181.php">https://www.roem.co.uk/tip_181.php</a>
WIN + F	Find a file or folder	Microsoft Windows 7	<a href="https://www.roem.co.uk/tip_421.php">https://www.roem.co.uk/tip_421.php</a>
WIN + G	Cycle through gadgets	Microsoft Windows 7	<a href="https://www.roem.co.uk/tip_338.php">https://www.roem.co.uk/tip_338.php</a>
WIN + left arrow	Snap window to left side of screen	Microsoft Windows 7	<a href="https://www.roem.co.uk/tip_330.php">https://www.roem.co.uk/tip_330.php</a>
WIN + number	Open application on the taskbar	Microsoft Windows 7	<a href="https://www.roem.co.uk/tip_444.php">https://www.roem.co.uk/tip_444.php</a>
WIN + P	Connect to a projector	Microsoft Windows 7	<a href="https://www.roem.co.uk/tip_451.php">https://www.roem.co.uk/tip_451.php</a>
WIN + right arrow	Snap window to right side of screen	Microsoft Windows 7	<a href="https://www.roem.co.uk/tip_330.php">https://www.roem.co.uk/tip_330.php</a>
WIN + SHIFT + TAB	Cycle backward one window	Microsoft Windows 7	<a href="https://www.roem.co.uk/tip_419.php">https://www.roem.co.uk/tip_419.php</a>
WIN + TAB	Cycle forward one window	Microsoft Windows 7	<a href="https://www.roem.co.uk/tip_419.php">https://www.roem.co.uk/tip_419.php</a>
WIN + up arrow	Maximize the window	Microsoft Windows 7	<a href="https://www.roem.co.uk/tip_330.php">https://www.roem.co.uk/tip_330.php</a>
ALT + F7	Find the next misspelling or grammatical error	Microsoft Word	<a href="https://roem.co.uk/tip_57.html">https://roem.co.uk/tip_57.html</a>
ALT + SHIFT + down arrow	Move rows in a table	Microsoft Word	<a href="https://roem.co.uk/tip_589.php">https://roem.co.uk/tip_589.php</a>
ALT + SHIFT + up arrow	Move rows in a table	Microsoft Word	<a href="https://roem.co.uk/tip_589.php">https://roem.co.uk/tip_589.php</a>
CTRL + 2	Change to double-space lines	Microsoft Word	<a href="https://www.roem.co.uk/tip_213.html">https://www.roem.co.uk/tip_213.html</a>
CTRL + ENTER	Insert page break	Microsoft Word	<a href="https://www.roem.co.uk/tip_694.php">https://www.roem.co.uk/tip_694.php</a>
CTRL + G	Select the <b>Go To</b> command	Microsoft Word	<a href="https://roem.co.uk/tip_472.php">https://roem.co.uk/tip_472.php</a>
CTRL + Q	Clear All Formatting	Microsoft Word	<a href="https://roem.co.uk/tip_622.php">https://roem.co.uk/tip_622.php</a>
CTRL + Q	Remove character formatting	Microsoft Word	<a href="https://roem.co.uk/tip_436.php">https://roem.co.uk/tip_436.php</a>
CTRL + SHIFT + C	Copy formatting from one place and apply it to another	Microsoft Word	<a href="https://www.roem.co.uk/tip_352.php">https://www.roem.co.uk/tip_352.php</a>
CTRL + SHIFT + E	Track changes	Microsoft Word	



CTRL + SHIFT + ENTER	Add a line above a table	Microsoft Word	<a href="#">LinkedIn</a>
CTRL + SHIFT + N	Apply Normal style	Microsoft Word	<a href="https://www.roem.co.uk/tip_466.php">https://www.roem.co.uk/tip_466.php</a>
CTRL + SHIFT + Z	Clear All Formatting	Microsoft Word	<a href="https://roem.co.uk/tip_622.php">https://roem.co.uk/tip_622.php</a>
CTRL + SPACEBAR	Remove character formatting such as fonts, italics/bold, font size (Paragraph formatting such as indents and line spacing are kept)	Microsoft Word	<a href="https://roem.co.uk/tip_436.php">https://roem.co.uk/tip_436.php</a>
F7	Check the spelling of text	Microsoft Word	
F8	Select tricks	Microsoft Word	<a href="https://roem.co.uk/tip_369.php">https://roem.co.uk/tip_369.php</a>
F9	Update all references in a long document	Microsoft Word	<a href="https://roem.co.uk/tip_542.php">https://roem.co.uk/tip_542.php</a>
SHIFT + F5	Pick up where you left off	Microsoft Word	<a href="https://www.roem.co.uk/tip_400.php">https://www.roem.co.uk/tip_400.php</a>
CTRL + SHIFT + V	Paste text without formatting	Microsoft Word	<a href="#">LinkedIn</a>
CTRL + ALT + C and CTRL + ALT + V	Paste formatting from one place and apply it to another (aka use the format painter)	Microsoft Word	<a href="#">LinkedIn</a>
CTRL + F	Open the Navigation Pane	Microsoft Word 2010-2013	<a href="https://roem.co.uk/tip_415.php">https://roem.co.uk/tip_415.php</a>
ALT + SHIFT + down arrow	Move text or bullet points down	Microsoft Word and PowerPoint	<a href="https://www.roem.co.uk/tip_308.php">https://www.roem.co.uk/tip_308.php</a>
ALT + SHIFT + up arrow	Move text or bullet points up	Microsoft Word and PowerPoint	<a href="https://www.roem.co.uk/tip_308.php">https://www.roem.co.uk/tip_308.php</a>
CTRL + SHIFT + K	Raise/lower hand	MS Teams	<a href="https://www.roem.co.uk/tip_645.php">https://www.roem.co.uk/tip_645.php</a>
CTRL + SHIFT + M	Toggle mute	MS Teams	<a href="https://www.roem.co.uk/tip_627.php">https://www.roem.co.uk/tip_627.php</a>
CTRL + SHIFT + E	Share content	MS Teams	
CTRL + SHIFT + O	Toggle your camera on/off	MS Teams	<a href="https://www.roem.co.uk/tip_627.php">https://www.roem.co.uk/tip_627.php</a>
CTRL + SHIFT + P	Apply background settings	MS Teams	
CTRL + SHIFT + Y	Admit people from lobby notification	MS Teams	
CTRL + SPACEBAR	Temporarily unmute yourself	MS Teams	<a href="https://www.roem.co.uk/tip_692.php">https://www.roem.co.uk/tip_692.php</a>
SHIFT + ?	See full list of supported shortcuts	New Outlook	<a href="#">LinkedIn</a>
CTRL + E	Find an item	Outlook, Windows, Edge, Chrome and Firefox	<a href="https://www.roem.co.uk/tip_524.php">https://www.roem.co.uk/tip_524.php</a>
CTRL + BACKSPACE	Delete the word to the left of the insertion point	Outlook, Word, PowerPoint, LinkedIn, Gmail	<a href="https://www.roem.co.uk/tip_455.php">https://www.roem.co.uk/tip_455.php</a>
CTRL + DELETE	Delete the word to the right of the insertion point	Outlook, Word, PowerPoint, LinkedIn, Gmail	<a href="https://www.roem.co.uk/tip_455.php">https://www.roem.co.uk/tip_455.php</a>
CTRL + SHIFT + N	Create a new folder in File Explorer	Windows	
CTRL + F	Find files or folders in File Explorer	Windows	<a href="#">LinkedIn</a>
ALT + SPACEBAR	Open the shortcut menu for the active window	Windows 10	<a href="https://www.roem.co.uk/tip_675.php">https://www.roem.co.uk/tip_675.php</a>
WIN + E	Open File Explorer	Windows 10	<a href="https://www.roem.co.uk/tip_602.php">https://www.roem.co.uk/tip_602.php</a>
WIN + full stop/period (.)	Open the emoji panel	Windows 10	<a href="https://www.roem.co.uk/tip_610.php">https://www.roem.co.uk/tip_610.php</a>
WIN + semicolon	Open the emoji panel	Windows 10	<a href="https://www.roem.co.uk/tip_610.php">https://www.roem.co.uk/tip_610.php</a>
WIN + TAB	Show running applications and find recently opened documents	Windows 10	<a href="https://www.roem.co.uk/tip_644.php">https://www.roem.co.uk/tip_644.php</a>
WIN + V	Pin on and paste from Clipboard history	Windows 10	<a href="https://www.roem.co.uk/tip_615.php">https://www.roem.co.uk/tip_615.php</a>
WIN + V	Unlock the full potential of WIN + V	Windows 11	<a href="https://www.roem.co.uk/tip_747.php">https://www.roem.co.uk/tip_747.php</a>
ALT + P, SP	Open Page Setup dialog box	Word and Excel	<a href="https://www.roem.co.uk/tip_220.php">https://www.roem.co.uk/tip_220.php</a>
* + SPACEBAR	Start a bulleted list	Word and Outlook	<a href="https://roem.co.uk/tip_505.php">https://roem.co.uk/tip_505.php</a>
* + TAB	Start a bulleted list	Word and Outlook	<a href="https://roem.co.uk/tip_505.php">https://roem.co.uk/tip_505.php</a>
3 dashes (---) + ENTER	Add horizontal lines	Word and Outlook	<a href="https://roem.co.uk/tip_167.html">https://roem.co.uk/tip_167.html</a>
ALT + CTRL + SPACEBAR	Read text out loud and highlight each word as it's read	Word and Outlook	<a href="https://roem.co.uk/tip_678.php">https://roem.co.uk/tip_678.php</a>
ALT + END	Jump to end of a table row	Word and Outlook	<a href="https://roem.co.uk/tip_594.php">https://roem.co.uk/tip_594.php</a>
ALT + F3	Create new Building Block	Word and Outlook	<a href="#">LinkedIn</a>
ALT + HOME	Jump to beginning of a table row	Word and Outlook	<a href="https://roem.co.uk/tip_594.php">https://roem.co.uk/tip_594.php</a>
ALT + SHIFT + D	Insert today's date	Word and Outlook	<a href="https://www.roem.co.uk/tip_699.php">https://www.roem.co.uk/tip_699.php</a>
CTRL + ALT + 1	Apply Heading 1 style	Word and Outlook	<a href="https://www.roem.co.uk/tip_423.php">https://www.roem.co.uk/tip_423.php</a>
CTRL + ALT + 2	Apply Heading 2 style	Word and Outlook	<a href="https://www.roem.co.uk/tip_423.php">https://www.roem.co.uk/tip_423.php</a>
CTRL + ALT + 3	Apply Heading 3 style	Word and Outlook	<a href="https://www.roem.co.uk/tip_423.php">https://www.roem.co.uk/tip_423.php</a>
CTRL + ALT + 4	Insert Euro currency symbol	Word and Outlook	<a href="https://www.roem.co.uk/tip_423.php">https://www.roem.co.uk/tip_423.php</a>
CTRL + ALT + SHIFT + S	Open Styles pane	Word and Outlook	<a href="#">LinkedIn</a>
CTRL + J	Align text to both the left and right margin	Word and Outlook	
CTRL + M	Indent the paragraph	Word and Outlook	
CTRL + SHIFT + 8	Show/Hide paragraph marks and other hidden formatting symbols	Word and Outlook	<a href="https://www.roem.co.uk/tip_394.php">https://www.roem.co.uk/tip_394.php</a>
CTRL + SHIFT + F9	Remove all hyperlinks in a document or email message	Word and Outlook	<a href="https://www.roem.co.uk/tip_450.php">https://www.roem.co.uk/tip_450.php</a>
CTRL + SHIFT + SPACEBAR	Insert non-breaking space	Word and Outlook	<a href="https://roem.co.uk/tip_567.php">https://roem.co.uk/tip_567.php</a>
CTRL + V followed by CTRL , T	Keep Text Only	Word and Outlook	<a href="#">LinkedIn</a>
F3	AutoComplete Quick Parts	Word and Outlook	<a href="https://www.roem.co.uk/tip_486.php">https://www.roem.co.uk/tip_486.php</a>
number + . + SPACEBAR	Start a numbered list	Word and Outlook	<a href="https://roem.co.uk/tip_505.php">https://roem.co.uk/tip_505.php</a>
number + . + TAB	Start a numbered list	Word and Outlook	<a href="https://roem.co.uk/tip_505.php">https://roem.co.uk/tip_505.php</a>



SHIFT + F1	Reveal Formatting	Word and Outlook	<a href="https://roem.co.uk/tip_498.php">https://roem.co.uk/tip_498.php</a>
ALT + `	Switch Dictate on and off	Word and Outlook 365	<a href="https://www.roem.co.uk/tip_703.php">https://www.roem.co.uk/tip_703.php</a>
ESC	Save and exit comment	Word for Microsoft 365	<a href="https://www.roem.co.uk/tip_652.php">https://www.roem.co.uk/tip_652.php</a>
CTRL + ALT + M	Add a comment	Word, Excel and PowerPoint	<a href="#">LinkedIn</a>
F12, TAB, P, ENTER	Save as PDF	Word, Excel and PowerPoint	<a href="https://www.roem.co.uk/tip_480.php">https://www.roem.co.uk/tip_480.php</a>
F4	Repeat your last action	Word, Excel and PowerPoint	<a href="https://www.roem.co.uk/tip_352.php">https://www.roem.co.uk/tip_352.php</a>
ALT + SHIFT + F7	Translate the selected text into a different language	Word, Excel, PowerPoint	<a href="#">LinkedIn</a>
CTRL + SHIFT + <	Decrease the font size	Word, Outlook and PowerPoint	<a href="https://www.roem.co.uk/tip_427.php">https://www.roem.co.uk/tip_427.php</a>
CTRL + SHIFT + >	Increase the font size	Word, Outlook and PowerPoint	<a href="https://www.roem.co.uk/tip_427.php">https://www.roem.co.uk/tip_427.php</a>
SHIFT + ENTER	Insert line break	Word, Outlook and PowerPoint	<a href="https://www.roem.co.uk/tip_694.php">https://www.roem.co.uk/tip_694.php</a>
SHIFT + F3	Toggle between UPPER CASE, lower case and Sentence Case	Word, Outlook and PowerPoint	<a href="https://www.roem.co.uk/tip_19.html">https://www.roem.co.uk/tip_19.html</a>
Fn + Esc	Enable/disable F1 - F12 Function keys	Word, Outlook and PowerPoint	<a href="https://www.roem.co.uk/tip_710.php">https://www.roem.co.uk/tip_710.php</a>
<b>Total</b>		<b>287</b>	<b>254</b>