



shortcut	action	application	link to tip
CTRL + SHIFT + <	Decrease the font size	Word, Outlook and PowerPoint	http://www.roem.co.uk/tip_427.php
CTRL + SHIFT + >	Increase the font size	Word, Outlook and PowerPoint	http://www.roem.co.uk/tip_427.php
SHIFT + F3	Toggle between UPPER CASE, lower case and Sentence Case	Word, Outlook and PowerPoint	http://www.roem.co.uk/tip_19.html
F12, TAB, P, ENTER	Save as PDF	Word, Excel and PowerPoint	http://www.roem.co.uk/tip_480.php
F4	Repeat your last action	Word, Excel and PowerPoint	http://www.roem.co.uk/tip_352.php
ESC	Save and exit comment	Word for Microsoft 365	https://www.roem.co.uk/tip_652.php
* + TAB (or Spacebar)	Start a bulleted list	Word and Outlook	http://roem.co.uk/tip_505.php
3 dashes (---) + ENTER	Add horizontal lines	Word and Outlook	http://roem.co.uk/tip_167.html
ALT + END	Jump to end of a table row	Word and Outlook	http://roem.co.uk/tip_594.php
ALT + HOME	Jump to beginning of a table row	Word and Outlook	http://roem.co.uk/tip_594.php
CTRL + ALT + 4	Insert Euro currency symbol	Word and Outlook	http://www.roem.co.uk/tip_423.php
CTRL + J	Align text to both the left and right margin	Word and Outlook	
CTRL + SHIFT + 8	Show/Hide paragraph marks and other hidden formatting symbols	Word and Outlook	http://www.roem.co.uk/tip_394.php
CTRL + SHIFT + F9	Remove all hyperlinks in a document or email message	Word and Outlook	http://www.roem.co.uk/tip_450.php
CTRL + SHIFT + Spacebar	Insert non-breaking space	Word and Outlook	http://roem.co.uk/tip_567.php
F3	AutoComplete Quick Parts	Word and Outlook	http://www.roem.co.uk/tip_486.php
number + TAB (or Spacebar)	Start a numbered list	Word and Outlook	http://roem.co.uk/tip_505.php
SHIFT + F1	Reveal Formatting	Word and Outlook	http://roem.co.uk/tip_498.php
ALT + P, SP	Open Page Setup dialog box	Word and Excel	http://www.roem.co.uk/tip_220.php
WIN + E	Open File Explorer	Windows 10	http://www.roem.co.uk/tip_602.php
WIN + full stop	Open the emoji panel	Windows 10	http://www.roem.co.uk/tip_610.php
WIN + semicolon	Open the emoji panel	Windows 10	http://www.roem.co.uk/tip_610.php
WIN + TAB	Show running applications and find recently opened documents	Windows 10	https://www.roem.co.uk/tip_644.php
WIN + V	Pin on and paste from Clipboard history	Windows 10	http://www.roem.co.uk/tip_615.php
WIN + SHIFT + S	Open Snipping Tool	Windows 10	Linkedin
CTRL + BACKSPACE	Delete the word to the left of the insertion point	Outlook, Word, PowerPoint and Access	http://www.roem.co.uk/tip_455.php
CTRL + DELETE	Delete the word to the right of the insertion point	Outlook, Word, PowerPoint and Access	http://www.roem.co.uk/tip_455.php
CTRL + E	Find an item	Outlook, Windows, Internet Explorer, Chrome and Firefox	http://www.roem.co.uk/tip_524.php
CTRL + SHIFT + K	Raise/lower hand	MS Teams	http://www.roem.co.uk/tip_645.php
CTRL + SHIFT + M	Toggle mute	MS Teams	http://www.roem.co.uk/tip_627.php
CTRL + SHIFT + O	Toggle video	MS Teams	http://www.roem.co.uk/tip_627.php
ALT + SHIFT + down arrow	Move text or bullet points down	Microsoft Word and PowerPoint	http://www.roem.co.uk/tip_308.php
ALT + SHIFT + up arrow	Move text or bullet points up	Microsoft Word and PowerPoint	http://www.roem.co.uk/tip_308.php
CTRL + F	Open the Navigation Pane	Microsoft Word 2010-2013	http://roem.co.uk/tip_415.php
ALT + F7	Find the next misspelling or grammatical error	Microsoft Word	http://roem.co.uk/tip_57.html
ALT + SHIFT + down arrow	Move rows in a table	Microsoft Word	http://roem.co.uk/tip_589.php
ALT + SHIFT + up arrow	Move rows in a table	Microsoft Word	http://roem.co.uk/tip_589.php
CTRL + 2	Change to double-space lines	Microsoft Word	http://www.roem.co.uk/tip_213.html
CTRL + ALT + 1	Apply Heading 1 style	Microsoft Word	http://www.roem.co.uk/tip_423.php
CTRL + ALT + 2	Apply Heading 2 style	Microsoft Word	http://www.roem.co.uk/tip_423.php
CTRL + ALT + 3	Apply Heading 3 style	Microsoft Word	http://www.roem.co.uk/tip_423.php
CTRL + ENTER	Insert page break	Microsoft Word	
CTRL + G	Select the Go To command	Microsoft Word	http://roem.co.uk/tip_472.php
CTRL + Q	Clear All Formatting	Microsoft Word	http://roem.co.uk/tip_622.php
CTRL + Q	Remove character formatting	Microsoft Word	http://roem.co.uk/tip_436.php
CTRL + SHIFT + C	Copy formatting from one place and apply it to another	Microsoft Word	http://www.roem.co.uk/tip_352.php
CTRL + SHIFT + E	Track changes	Microsoft Word	
CTRL + SHIFT + N	Apply Normal style	Microsoft Word	http://www.roem.co.uk/tip_466.php



CTRL + SHIFT + V	Paste formatting from one place and apply it to another	Microsoft Word	http://www.roem.co.uk/tip_352.php
CTRL + SHIFT + Z	Clear All Formatting	Microsoft Word	http://roem.co.uk/tip_622.php
CTRL + SPACEBAR	Clear All Formatting	Microsoft Word	http://roem.co.uk/tip_622.php
CTRL + Spacebar	Remove character formatting	Microsoft Word	http://roem.co.uk/tip_436.php
F7	Check the spelling of text	Microsoft Word	
F8	Select tricks	Microsoft Word	http://roem.co.uk/tip_369.php
F9	Update all references in a long document	Microsoft Word	http://roem.co.uk/tip_542.php
SHIFT + F5	Pick up where you left off	Microsoft Word	http://www.roem.co.uk/tip_400.php
CTRL + ALT + M	Add a comment	Microsoft Word	https://www.roem.co.uk/tip_652.php
WIN + F	Find a file or folder	Microsoft Windows 7	http://www.roem.co.uk/tip_421.php
WIN + G	Cycle through gadgets	Microsoft Windows 7	http://www.roem.co.uk/tip_338.php
WIN + left arrow	Snap window to left side of screen	Microsoft Windows 7	http://www.roem.co.uk/tip_330.php
WIN + number	Open application on the taskbar	Microsoft Windows 7	http://www.roem.co.uk/tip_444.php
WIN + P	Connect to a projector	Microsoft Windows 7	http://www.roem.co.uk/tip_451.php
WIN + right arrow	Snap window to right side of screen	Microsoft Windows 7	http://www.roem.co.uk/tip_330.php
WIN + SHIFT + TAB	Cycle backward one window	Microsoft Windows 7	http://www.roem.co.uk/tip_419.php
WIN + Spacebar	Preview the desktop	Microsoft Windows 7	http://www.roem.co.uk/tip_444.php
WIN + TAB	Cycle forward one window	Microsoft Windows 7	http://www.roem.co.uk/tip_419.php
WIN + up arrow	Maximize the window	Microsoft Windows 7	http://www.roem.co.uk/tip_330.php
ALT + up arrow	Up one level	Microsoft Windows	http://www.roem.co.uk/tip_364.php
ALT + TAB	Switch between open windows/applications	Microsoft Windows	http://www.roem.co.uk/tip_419.php
CTRL + SHIFT + ESC	Start Task Manager	Microsoft Windows	http://www.roem.co.uk/tip_460.php
F2	Rename item	Microsoft Windows	http://www.roem.co.uk/tip_271.php
Menu key	Display right-click menu	Microsoft Windows	http://www.roem.co.uk/tip_441.php
SHIFT + F10	Display right-click menu	Microsoft Windows	http://www.roem.co.uk/tip_560.php
Spacebar	Select or clear the check box if the active option is a check box	Microsoft Windows	http://www.roem.co.uk/tip_242.php
WIN	Open Start Menu	Microsoft Windows	http://www.roem.co.uk/tip_330.php
WIN + D	Minimize all open windows and display the desktop Maximize all minimized windows (it's a toggle)	Microsoft Windows	http://www.roem.co.uk/tip_447.php
WIN + E	Open Windows Explorer	Microsoft Windows	http://www.roem.co.uk/tip_181.php
WIN + L	Lock the computer	Microsoft Windows	http://www.roem.co.uk/tip_210.php
CTRL + L	Start (and stop) laser pointer	Microsoft PowerPoint 2013 onwards	http://www.roem.co.uk/tip_596.php
CTRL + left mouse button	Laser pointer in Slide Show View	Microsoft PowerPoint 2010	http://www.roem.co.uk/tip_408.php
ALT + F9	Display drawing guides on screen	Microsoft PowerPoint	http://www.roem.co.uk/tip_202.html
CTRL + A	Unhide arrow pointer during slide show	Microsoft PowerPoint	http://www.roem.co.uk/tip_287.php
CTRL + D	Duplicate selected object	Microsoft PowerPoint	http://www.roem.co.uk/tip_613.php
CTRL + D	Duplicate slide	Microsoft PowerPoint	http://www.roem.co.uk/tip_511.php
CTRL + H	Hide arrow pointer during slide show	Microsoft PowerPoint	http://www.roem.co.uk/tip_287.php
CTRL + S	View the All Slides dialog box	Microsoft PowerPoint	http://www.roem.co.uk/tip_568.php
CTRL + SHIFT + drag	Copy and align objects	Microsoft PowerPoint	http://www.roem.co.uk/tip_28.html
CTRL + SHIFT + G	Group/ungroup shapes, pictures, or SmartArt	Microsoft PowerPoint	http://www.roem.co.uk/tip_520.php
F5	Start slide show from first slide	Microsoft PowerPoint	http://www.roem.co.uk/tip_155.html
SHIFT + F5	Start slide show from current slide	Microsoft PowerPoint	http://www.roem.co.uk/tip_155.html
SHIFT + F9	Show or hide grid for positioning objects	Microsoft PowerPoint	http://www.roem.co.uk/tip_202.html
number + ENTER	Jump to a specific slide	Microsoft PowerPoint	https://www.roem.co.uk/tip_153.html
CTRL + SHIFT + P	Select a Search Folder	Microsoft Outlook 2010-2013	http://www.roem.co.uk/tip_443.php
CTRL + SHIFT + V	Move email messages	Microsoft Outlook 2010-2013	http://www.roem.co.uk/tip_457.php
CTRL + SHIFT + Y	Copy email messages	Microsoft Outlook 2010-2013	http://www.roem.co.uk/tip_457.php
ALT + up arrow	Go to previous week	Microsoft Outlook	



CTRL + 1	Switch to Mail	Microsoft Outlook	http://www.roem.co.uk/tip_259.php
CTRL + 2	Switch to Calendar	Microsoft Outlook	http://www.roem.co.uk/tip_259.php
CTRL + 3	Switch to Contacts	Microsoft Outlook	http://www.roem.co.uk/tip_259.php
CTRL + 4	Switch to Tasks	Microsoft Outlook	http://www.roem.co.uk/tip_259.php
CTRL + 5	Switch to Notes	Microsoft Outlook	http://www.roem.co.uk/tip_259.php
CTRL + ALT + 1	Show daily view	Microsoft Outlook	http://roem.co.uk/tip_558.php
CTRL + ALT + 2	Show days in the work week	Microsoft Outlook	http://roem.co.uk/tip_558.php
CTRL + ALT + 3	Show entire week	Microsoft Outlook	http://roem.co.uk/tip_558.php
CTRL + ALT + 4	Show month	Microsoft Outlook	http://roem.co.uk/tip_558.php
CTRL + ALT + R	Reply to a message with a meeting request	Microsoft Outlook	http://www.roem.co.uk/tip_412.php
CTRL + F	Forward a mail message	Microsoft Outlook	
CTRL + G	Go to a specific date	Microsoft Outlook	http://roem.co.uk/tip_485.php
CTRL + G	Jump to a specific date in your calendar	Microsoft Outlook	http://www.roem.co.uk/tip_485.php
CTRL + K	Check names in address fields and resolve them against the Address Book	Microsoft Outlook	http://www.roem.co.uk/tip_211.html
CTRL + SHIFT + F	Advanced Find	Microsoft Outlook	
CTRL + SHIFT + L	Create new contact group from any Outlook view	Microsoft Outlook	http://roem.co.uk/tip_606.php
CTRL + SHIFT + M	Create a new message from any Outlook view	Microsoft Outlook	http://roem.co.uk/tip_650.php
CTRL + SHIFT + A	Create a new appointment from any Outlook view	Microsoft Outlook	http://roem.co.uk/tip_650.php
CTRL + SHIFT + M	Create electronic sticky notes from any Outlook view	Microsoft Outlook	http://roem.co.uk/tip_590.php
CTRL + U	Mark as unread	Microsoft Outlook	http://roem.co.uk/tip_608.php
CTRL + V	Automatically open new email and paste content from Clipboard	Microsoft Outlook	http://roem.co.uk/tip_519.php
F4	Find text in an email message	Microsoft Outlook	http://www.roem.co.uk/tip_108.html
SHIFT + F4	Find the next occurrence of the same text on the page	Microsoft Outlook	http://www.roem.co.uk/tip_108.html
CTRL + ALT + A	Expand the search to include All Mail Items, All Calendar Items, or All Contact Items	Microsoft Outlook	http://roem.co.uk/tip_484.php
ALT + F4	Close the active application	Microsoft Office, Windows, Internet Explorer, Firefox, Chrome	http://www.roem.co.uk/tip_549.php
CTRL + F	Find text on the page	Microsoft Office, Windows, Internet Explorer, Firefox, Chrome	
CTRL + W	Close the window	Microsoft Office, Windows, Internet Explorer and Firefox	http://www.roem.co.uk/tip_272.php
CTRL + N	Create new document, email message, chat, window or tab	Microsoft Office, Teams, Windows, web browsers	http://www.roem.co.uk/tip_635.php
CTRL + SHIFT + TAB	Switch to the previous tab in a tabbed dialog box	Microsoft Office and Windows	http://www.roem.co.uk/tip_553.php
CTRL + TAB	Switch to the next tab in a tabbed dialog box	Microsoft Office and Windows	http://www.roem.co.uk/tip_553.php
CTRL + V	Paste the selected item	Microsoft Office and Windows	
ALT + Q	Open Tell me what you want to do box	Microsoft Office 2016	http://roem.co.uk/tip_625.php
CTRL + P	Open Print Preview and Print page	Microsoft Office 2010-2013	http://www.roem.co.uk/tip_404.php
CTRL + H	Find and replace	Microsoft Office (incl. Outlook)	http://roem.co.uk/tip_458.php
CTRL + K	Insert Hyperlink	Microsoft Office (incl. Outlook)	http://roem.co.uk/tip_431.php
ALT + CTRL + I	Open Print Preview and Print page	Microsoft Office	http://roem.co.uk/tip_305.php
ALT, F, X	Exit the program and close all open files after prompting you to save them	Microsoft Office	http://roem.co.uk/tip_493.php
CTRL	Open Paste Options dialog box	Microsoft Office	http://roem.co.uk/tip_465.php
CTRL + END	Jump to end of document	Microsoft Office	http://roem.co.uk/tip_566.php
CTRL + F1	Display or hide the Ribbon	Microsoft Office	http://www.roem.co.uk/tip_237.php
CTRL + HOME	Jump to beginning of document	Microsoft Office	http://roem.co.uk/tip_566.php
ESC	Cancel a command	Microsoft Office	http://www.roem.co.uk/tip_262.php
F1	Get help using Microsoft Office	Microsoft Office	
SHIFT + F7	Find and insert synonyms	Microsoft Office	http://roem.co.uk/tip_556.php
CTRL + P	Print	Microsoft Office	http://www.roem.co.uk/tip_418.php
CTRL + Y	Redo an undone action or repeat the same action	Microsoft Office	http://www.roem.co.uk/tip_522.php
CTRL + Z	Undo an action	Microsoft Office	http://www.roem.co.uk/tip_522.php
F12	Display the Save As dialog box	Microsoft Office	http://www.roem.co.uk/tip_344.php
CTRL + E	Recognise a pattern and Flash Fill data	Microsoft Excel 2013 onwards	http://www.roem.co.uk/tip_620.php



CTRL + Q	Display the Quick Analysis options for selected cells that contain data	Microsoft Excel 2013 onwards	
ALT + 7	Create a bulleted list	Microsoft Excel	http://www.roem.co.uk/tip_523.php
ALT + down arrow	Pick from drop-down list	Microsoft Excel	http://www.roem.co.uk/tip_608.php
ALT + ENTER	Insert line breaks	Microsoft Excel	http://www.roem.co.uk/tip_458.php
ALT + F1	Create a chart on the same worksheet as the data	Microsoft Excel	http://www.roem.co.uk/tip_331.php
ALT + F5	Refresh PivotTable	Microsoft Excel	http://www.roem.co.uk/tip_349.php
CTRL + #	Apply dd-mmm-yy format to a date	Microsoft Excel	http://www.roem.co.uk/tip_641.php
CTRL + `	Switch between displaying formulas and their values	Microsoft Excel	http://www.roem.co.uk/tip_238.php
CTRL + 1	Display the Format Cells dialog box	Microsoft Excel	
CTRL + A twice	Select the entire table, including the table headers	Microsoft Excel	http://www.roem.co.uk/tip_525.php
CTRL + D	Copy content and formatting of row above	Microsoft Excel	http://www.roem.co.uk/tip_296.php
CTRL + down arrow	Move to end of a range of cells in a column	Microsoft Excel	http://www.roem.co.uk/tip_143.html
CTRL + ENTER	Fill any range with the same entry	Microsoft Excel	http://www.roem.co.uk/tip_562.php
CTRL + J	Find and remove line breaks	Microsoft Excel	http://www.roem.co.uk/tip_458.php
CTRL + L	Format as table, enabling filtering	Microsoft Excel	http://www.roem.co.uk/tip_429.php
CTRL + left arrow	Move to start of a range of cells in a row	Microsoft Excel	http://www.roem.co.uk/tip_143.html
CTRL + R	Copy content and formatting of column to the left	Microsoft Excel	http://www.roem.co.uk/tip_296.php
CTRL + right arrow	Move to end of a range of cells in a row	Microsoft Excel	http://www.roem.co.uk/tip_143.html
CTRL + SHIFT + \$	Apply currency format	Microsoft Excel	http://www.roem.co.uk/tip_554.php
CTRL + SHIFT + down arrow	Select the data in a column of a table	Microsoft Excel	http://www.roem.co.uk/tip_525.php
CTRL + SHIFT + plus sign	Insert cells, rows or columns	Microsoft Excel	http://www.roem.co.uk/tip_448.php
CTRL + SHIFT + right arrow	Select the data in a row of a table	Microsoft Excel	http://www.roem.co.uk/tip_525.php
CTRL + SHIFT + T	Turn total row of a table on or off	Microsoft Excel	http://www.roem.co.uk/tip_561.php
CTRL + SHIFT + TAB	Cycle backward one workbook	Microsoft Excel	http://www.roem.co.uk/tip_433.php
CTRL + SPACEBAR	Select the data in a column of a table	Microsoft Excel	http://www.roem.co.uk/tip_525.php
CTRL + T	Format as table, enabling filtering	Microsoft Excel	http://www.roem.co.uk/tip_429.php
CTRL + TAB	Move to next open workbook	Microsoft Excel	http://www.roem.co.uk/tip_433.php
CTRL + up arrow	Move to top of a range of cells in a column	Microsoft Excel	http://www.roem.co.uk/tip_143.html
CTRL + PGDN	Jump to last selected cell in next worksheet	Microsoft Excel	http://www.roem.co.uk/tip_587.php
CTRL + PGUP	Jump to last selected cell in previous worksheet	Microsoft Excel	http://www.roem.co.uk/tip_587.php
F11	Create a chart in a separate sheet	Microsoft Excel	http://www.roem.co.uk/tip_388.php
F2	Switch to Edit mode	Microsoft Excel	http://www.roem.co.uk/tip_53.html
F4	Cycle through all combinations of absolute and relative references	Microsoft Excel	http://www.roem.co.uk/tip_73.html
F5	Go To Special	Microsoft Excel	http://www.roem.co.uk/tip_497.php
TAB	Autocomplete formula	Microsoft Excel	http://www.roem.co.uk/tip_437.php
CTRL + '	Insert the data from the same field in the previous record	Microsoft Access	http://www.roem.co.uk/tip_74.html
SHIFT + Spacebar	Scroll up	Internet Explorer, Firefox, Chrome, PDF	http://www.roem.co.uk/tip_409.php
Spacebar	Scroll down	Internet Explorer, Firefox, Chrome, PDF	http://www.roem.co.uk/tip_409.php
CTRL + TAB	Move to next open tab	Internet Explorer, Firefox, Chrome, Edge	http://www.roem.co.uk/tip_265.php
ALT	Display the missing menu bar and the toolbar	Internet Explorer, Firefox, Chrome	http://www.roem.co.uk/tip_479.php
CTRL + -	Decrease the zoom by 10%	Internet Explorer, Firefox, Chrome	http://www.roem.co.uk/tip_384.php
CTRL + +	Increase your zoom by 10%	Internet Explorer, Firefox, Chrome	http://www.roem.co.uk/tip_384.php
CTRL + 0	Reset your browser's zoom level	Internet Explorer, Firefox, Chrome	http://www.roem.co.uk/tip_384.php
CTRL + D	Add a Favorite/Bookmark	Internet Explorer, Firefox, Chrome	
CTRL + H	Display the browser history	Internet Explorer, Firefox, Chrome	
F11	Turn Full Screen mode on/off	Internet Explorer, Firefox, Chrome	http://www.roem.co.uk/tip_461.php
CTRL + L	Access the Address/Search Bar	Internet Explorer and Chrome	http://www.roem.co.uk/tip_173.html
/	Jump back to search box to refine search	Google Search	http://roem.co.uk/tip_651.php
G	Go to a specific date	Google Calendar	http://roem.co.uk/tip_539.php
CTRL + G	Display the Go To dialog box	Excel, Word and Outlook	http://www.roem.co.uk/tip_472.php



CTRL + SHIFT + END	Extend the selection to the end of the file or message	Excel, Word and Outlook	http://www.roem.co.uk/tip_411.php
CTRL + SHIFT + HOME	Extend the selection to the beginning of the file or message	Excel, Word and Outlook	http://www.roem.co.uk/tip_411.php
CTRL + ;	Insert today's date	Excel and Access	http://www.roem.co.uk/tip_552.php
CTRL + SHIFT + ;	Insert current time	Excel and Access	http://www.roem.co.uk/tip_552.php
CTRL + SHIFT + T	Reopen recently closed tabs	Chrome, Edge, Internet Explorer, Firefox	http://www.roem.co.uk/tip_510.php
SHIFT + F4	Open or close the Tools pane	Adobe Acrobat	
Total		201	186