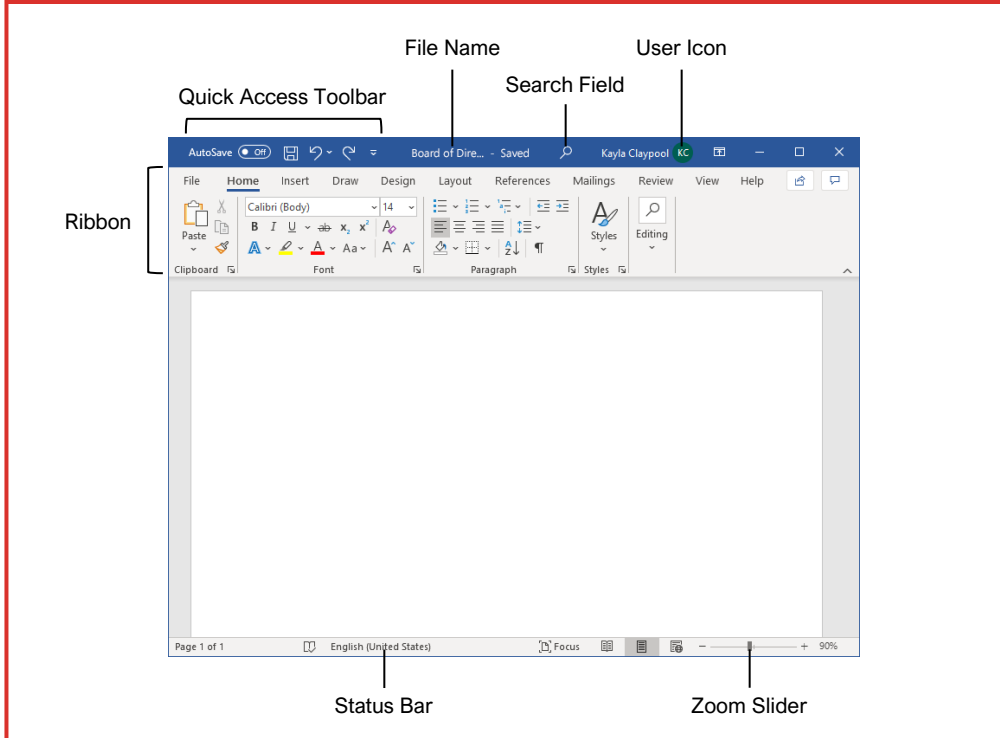




Microsoft®  
**Office 365 Essentials**  
 Quick Reference Guide

## An Office 365 Program Screen



## Keyboard Shortcuts

### General

Open a file.....	<b>Ctrl + O</b>
Create a new file.....	<b>Ctrl + N</b>
Save a file .....	<b>Ctrl + S</b>
Print a file .....	<b>Ctrl + P</b>
Close a file .....	<b>Ctrl + W</b>
Help.....	<b>F1</b>
Tell Me / Search field .....	<b>Alt + Q</b>
File tab.....	<b>Alt + F</b>
Home tab.....	<b>Alt + H</b>
Insert tab.....	<b>Alt + N</b>
Review tab .....	<b>Alt + R</b>
View tab.....	<b>Alt + W</b>
Show or hide the ribbon.....	<b>Ctrl + F1</b>

### Navigation

Move the text cursor.....	<b>↑, ↓, ←, →</b>
Up one screen or slide.....	<b>Page Up</b>
Down one screen or slide.....	<b>Page Down</b>
Beginning of a line .....	<b>Home</b>
End of a line .....	<b>End</b>

### Office Fundamentals

**Create a Blank File:** Click the **File** tab, select **New**, and click the **Blank** template; or, press **Ctrl + N**.

**Create a File from a Template:** Click the **File** tab, select **New**, search for a template category or select a search suggestion, select a template, then click **Create**.

**Open a File:** Click the **File** tab and select **Open**, or press **Ctrl + O**. Select a location with a file you want, then select a file and click **Open**.

**Save a File:** Click the **Save** button on the Quick Access Toolbar, or press **Ctrl + S**. If it's the first time you're saving the file, choose a location where you want to save the file, give it a name, and then click **Save**.

**Save a Copy of a File:** Click the **File** tab, then select **Save As** or **Save a Copy**. Choose a location where you want to save the file, give it a name, and then click **Save**.

**Print:** Click the **File** tab, select **Print**, view the print preview, set up your print settings, and then click **Print**.

**Get Help:** Click the **Help** tab on the ribbon, then click the **Help** button to open the Help pane. Search for a topic in the Search field, then select a topic from the results.

### Editing

**Select Text:** Click and drag across the text you want to select; or, click at the beginning of a text block, hold down the **Shift** key, and click at the end of a text block.

**Edit Text:** Select the text you want to replace and type new text.

**Cut, Copy and Paste:** Select the text or object you want to cut or copy and click the **Cut** or **Copy** button on the Home tab. Click where you want to paste, and click the **Paste** button.

**Add a Comment:** Select the text or object you want to comment on, click the **Review** tab, then click the **New Comment** button. Type a comment, then click outside of the comment bubble.

### Formatting Text

**Change the Font:** Select the text you want to change, click the **Font** menu arrow, and select a font.

**Change the Font Size:** Select the text you want to change, click the **Font Size** menu arrow, and select a font size.

**Apply Bold, Italic, or an Underline:** Click the **Bold B**, **Italic I**, or **Underline U** button in the Font group on the Home tab.

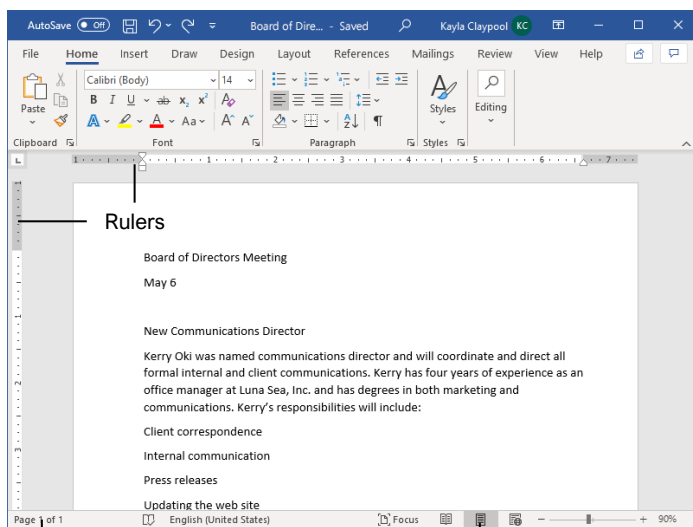
### Editing

Cut .....	<b>Ctrl + X</b>
Copy.....	<b>Ctrl + C</b>
Paste .....	<b>Ctrl + V</b>
Undo.....	<b>Ctrl + Z</b>
Redo.....	<b>Ctrl + Y</b>
Find .....	<b>Ctrl + F</b>
Replace .....	<b>Ctrl + H</b>
Select all .....	<b>Ctrl + A</b>
Check spelling.....	<b>F7</b>
Open thesaurus.....	<b>Shift + F7</b>
Insert hyperlink.....	<b>Ctrl + K</b>
Group selected objects.....	<b>Ctrl + G</b>
Duplicate an object.....	<b>Ctrl + D</b>
Repeat the last command ....	<b>F4</b>

### Formatting

Bold.....	<b>Ctrl + B</b>
Italics .....	<b>Ctrl + I</b>
Underline .....	<b>Ctrl + U</b>
Align Left.....	<b>Ctrl + L</b>
Align Center .....	<b>Ctrl + E</b>
Align Right.....	<b>Ctrl + R</b>
Display the Font dialog box ..	<b>Ctrl + Shift + F</b>

# The Word Program Screen



Page Number

Document Views

# Keyboard Shortcuts

## Formatting

Align justified .....	<b>Ctrl + J</b>
Indent a paragraph .....	<b>Ctrl + M</b>
Remove an indent.....	<b>Ctrl + Shift + M</b>
Create a hanging indent.....	<b>Ctrl + T</b>
Remove a hanging indent.....	<b>Ctrl + Shift + T</b>
Increase font size.....	<b>Ctrl + Shift + &gt;</b>
Decrease font size .....	<b>Ctrl + Shift + &lt;</b>
Increase font size 1pt.....	<b>Ctrl + ]</b>
Decrease font size 1pt.....	<b>Ctrl + [</b>
Copy formatting.....	<b>Ctrl + Shift + C</b>
Paste formatting .....	<b>Ctrl + Shift + V</b>
Remove formatting .....	<b>Ctrl + Q</b>
Apply single line spacing .....	<b>Ctrl + 1</b>
Apply double line spacing .....	<b>Ctrl + 2</b>
Apply 1.5-line spacing.....	<b>Ctrl + 5</b>
Show/hide formatting marks.....	<b>Ctrl + Shift + *</b>

## Styles

Apply Normal style.....	<b>Ctrl + Shift + N</b>
Apply Heading 1 style .....	<b>Ctrl + Alt + 1</b>
Apply Heading 2 style .....	<b>Ctrl + Alt + 2</b>
Apply Heading 3 style .....	<b>Ctrl + Alt + 3</b>
Toggle the Styles pane.....	<b>Ctrl + Alt + Shift + S</b>

## Cursor Navigation

One word to the left .....	<b>Ctrl + ←</b>
One word to the right.....	<b>Ctrl + →</b>
Up one paragraph .....	<b>Ctrl + ↑</b>
Down one paragraph .....	<b>Ctrl + ↓</b>
Beginning of the document ..	<b>Ctrl + Home</b>
End of the document.....	<b>Ctrl + End</b>
Top of the next page.....	<b>Ctrl + Page Down</b>
Top of previous page .....	<b>Ctrl + Page Up</b>

## Insert Special Characters

Line break .....	<b>Shift + Enter</b>
Page break.....	<b>Ctrl + Enter</b>
Column break.....	<b>Ctrl + Shift + Enter</b>
Copyright (©) .....	<b>Ctrl + Alt + C</b>
Registered trademark ®.....	<b>Ctrl + Alt + R</b>
Trademark ™.....	<b>Ctrl + Alt + T</b>
Ellipsis (...)	<b>Ctrl + Alt + .</b>

## Word Fundamentals

**Change Line Spacing:** Select the paragraph you want to adjust, click the **Line Spacing** button, and select a spacing option.

**Change Paragraph Spacing:** Click the Paragraph group's dialog box launcher, change the values in the **Before** or **After** spacing fields, and click **OK**.

**Indent Paragraphs:** Click anywhere in the paragraph you want to indent and click the **Increase Indent** or **Decrease Indent** button on the Home tab.

**Set Custom Indents:** Click anywhere in the paragraph you want to indent and click the Paragraph group's dialog box launcher. Adjust the values in the **Left** and **Right** fields, then click **OK**.

**Choose a Margin Size:** Click the **Layout** tab, click the **Margins** button, and select a common margin setting. Or, click and drag the **Adjust Left**, **Adjust Right**, **Adjust Top**, or **Adjust Bottom** line on the Ruler.

**Use a Header or Footer:** Click the **Insert** tab, click either the **Header** or **Footer** button, and select an option.

**Add Page Numbers:** Click the **Insert** tab, click the **Page Number** button, select a part of the page, and select a page number style.

**Insert Page Breaks:** Place your cursor where you want to start a new page, click the **Insert** tab, and click the **Page Break** button.

**Insert a Table:** Click the **Insert** tab, click the **Table** button, and select the number of rows and columns that you want.

**Add a Row or Column:** Click in a cell next to where you want to add a row or column. Click the Table Tools **Layout** tab, then click **Insert Above**, **Insert Below**, **Insert Left**, or **Insert Right**, depending on where you want the row or column to be added.

**Delete a Row or Column:** Click in a cell in the row or column you want to delete, click the Table Tools **Layout** tab, click the **Delete** button, then select **Delete Row** or **Delete Column**.

**Position an Object on the Page:** Select an object, click the **Format** tab, click the **Position** button, and select a position.

**Wrap Text Around an Object:** Select an object, click the **Format** tab, click the **Wrap Text** button, and select a text wrapping style.

**Apply a Style:** Place the text cursor in a paragraph and select a style from the Styles gallery on the Home tab. Click the gallery's **More** button to see additional styles.

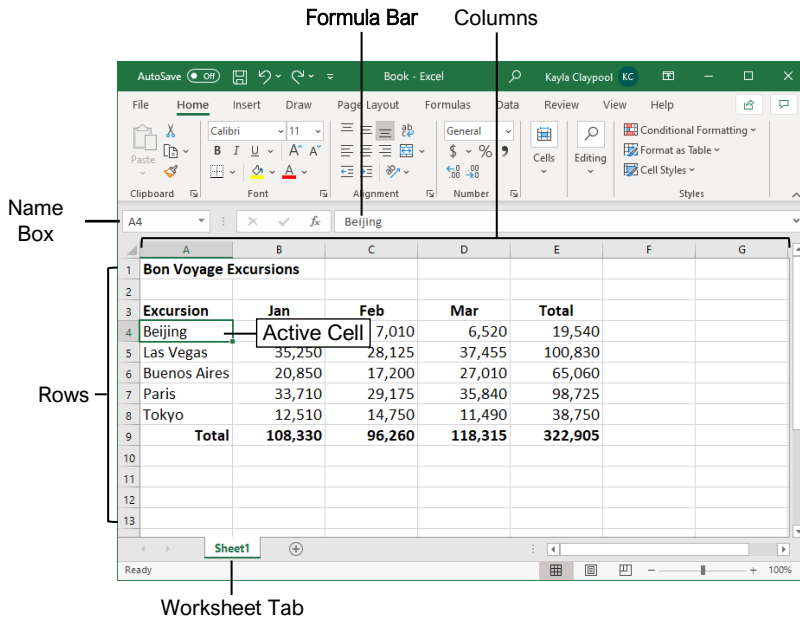
**Display the Styles Pane:** Click the dialog box launcher in the **Styles** group on the Home tab.

**Change Style Sets:** Click the **Design** tab, click the Style Set gallery's **More** button, then select a style set.

**Use Outline View:** Click the **View** tab and click the **Outline** button. Click the **Close Outline View** button to return to the previous view.

**Demote or Promote Items:** While in Outline view, click the item you want to demote or promote and click the **Demote** or **Promote** button (or the **Demote to Body Text** or **Promote to Heading 1** button).

# The Excel Program Screen



# Keyboard Shortcuts

## Navigating a Spreadsheet

- Move between cells ..... ↑, ↓, ←, →
- Select entire row ..... **Shift + Space**
- Select entire column ..... **Ctrl + Space**
- Hide selected rows ..... **Ctrl + 9**
- Hide selected columns ..... **Ctrl + 0**
- Next worksheet ..... **Ctrl + Page Down**
- Previous worksheet ..... **Ctrl + Page Up**

## Functions and Formulas

- Insert a function ..... **Shift + F3**
- Edit the active cell ..... **F2**
- Switch between cell values and formulas ..... **Ctrl + `**
- Expand or collapse the formula bar ..... **Ctrl + Shift + U**
- Calculate all worksheets ..... **F9**
- Calculate active worksheet .. **Shift + F9**

## Excel Fundamentals

**Select a Cell:** Click a cell or use the keyboard arrow keys to select it.

**Select a Cell Range:** Click and drag to select a range of cells. Or, press and hold down the **Shift** key while using the arrow keys to move the selection to the last cell of the range.

**Select an Entire Worksheet:** Click the **Select All** button where the column and row headings meet.

**Select Non-Adjacent Cells:** Click the first cell or cell range, hold down the **Ctrl** key, and select any non-adjacent cell or cell range.

**Edit Cell Data:** Select a cell and click in the Formula Bar or double-click the cell. Edit the cell's contents and press **Enter**.

**Clear Cell Data:** Select the cell(s) and press the **Delete** key. Or, click the **Clear** button on the Home tab and select **Clear Contents**.

**Insert Cells:** Select the cell(s) where you want to insert cell(s), click the **Insert** button menu arrow on the Home tab, select **Insert Cells**, select how you want to move existing cells, then click **OK**.

**Insert a Column or Row:** Right-click to the right of the column or below the row you want to insert. Select **Insert** in the menu, or click the **Insert** button on the Home tab.

**Move or Copy Cells Using Drag and Drop:** Select the cell(s) you want to move or copy, position the pointer over any border of the selected cell(s), then drag to the destination cells. To copy, hold down the **Ctrl** key before starting to drag.

**Delete Cells:** Select the cell(s) you want to delete, click the **Delete** button menu arrow on the Home tab, select **Delete Cells**, select how you want to move cells to fill the deleted area, then click **OK**.

**Delete a Column or Row:** Select the row or column heading(s) you want to remove. Right-click and select **Delete** from the contextual menu, or click the **Delete** button in the Cells group on the Home tab.

**Adjust Column Width or Row Height:** Click and drag the right border of the column header or the bottom border of the row header. Double-click the border to AutoFit the column or row according to its contents.

**Set a Fixed Column Width or Row Height:** Select a cell in the column or row you want to adjust, click the **Format** button on the Home tab, select **Column Width** or **Row Height**, enter a column width or row height value, then click **OK**.

**Freeze Panes:** Select a cell in the row below and the column to the right of where you want to freeze the window, click the **View** tab on the ribbon, click the **Freeze Panes** button in the Window group, and select **Freeze Panes**.

**Freeze the First Row or Column:** Click the **View** tab on the ribbon, click the **Freeze Panes** button in the Window group, and select **Freeze Top Row** or **Freeze First Column**.

**Unfreeze Panes:** Click the **View** tab on the ribbon, click the **Freeze Panes** button in the Window group, and select **Unfreeze Panes**.

**Enter a Formula:** Select the cell where you want to insert the formula. Type **=** and enter the formula using values, cell references, operators, and functions. Press **Enter**.

**Complete a Series Using AutoFill:** Select the cells that define the pattern, i.e. a series of months or years. Click and drag the fill handle to adjacent blank cells to complete the series.

**SUM Function:** Click the cell where you want to insert the total and click the **Sum** button in the Editing group on the Home tab. Enter the cells you want to total, and press **Enter**.

**AVERAGE Function:** Click the cell where you want to insert the average, click the **Sum** button's menu arrow, and select **Average**. Enter the cells you want to average, and press **Enter**.

**Format Numbers and Dates:** Select the cell(s) with the numbers or dates you want to format, click the **Number Format** menu arrow on the Home tab, and select a number or date format.

**Insert a New Worksheet:** Click the **Insert Worksheet** button next to the sheet tabs below the active sheet. Or, press **Shift + F11**.

**Rename a Worksheet:** Double-click the sheet tab, enter a new name for the worksheet, and press **Enter**.

**Change a Worksheet's Tab Color:** Right-click the sheet tab, select **Tab Color**, and choose the color you want to apply.

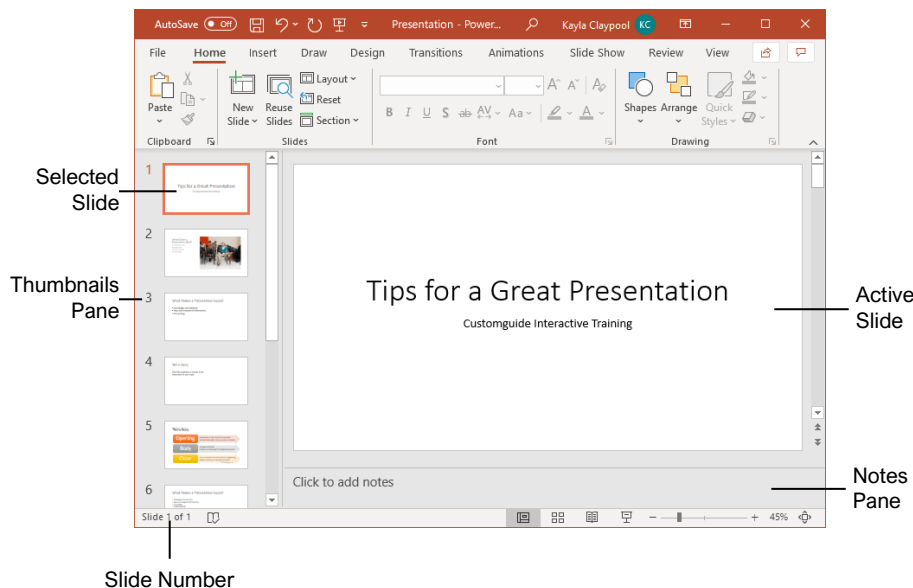
**Delete a Worksheet:** Right-click the sheet tab and select **Delete** from the menu.

# The PowerPoint Program Screen

# Keyboard Shortcuts

## Present a Slide Show

- Begin slide show..... **F5**
- Resume slide show ..... **Shift + F5**
- Start in Presenter View..... **Alt + F5**
- End slide show ..... **Esc**
- Go to next slide ..... **Enter, N, Spacebar, or →**
- Go to previous slide ..... **Backspace, P, or ←**
- Go to first slide ..... **Home**
- Go to last slide..... **End**
- Jump to slide ..... **[Slide #] + Enter**
- Hide pointer and navigation.. **Ctrl + H**
- Blank black slide..... **B**
- Black white slide..... **W**
- Start laser pointer ..... **Ctrl + L**
- Change arrow to pen ..... **Ctrl + P**
- Change pen to arrow ..... **Ctrl + A**



## PowerPoint Fundamentals

**Insert a New Slide:** Click the **Home** tab and click the **New Slide** button in the Slides group, or press **Ctrl + M**.

**Change the Slide Layout:** Click the **Home** tab, click the **Layout** button in the Slides group, and select a layout.

**Insert a Text Box:** Click the **Insert** tab on the ribbon and click the **Text Box** button. The cursor changes to a crosshair; click and drag to place the text box on the slide.

**Hide or Unhide a Slide:** Select a slide in the Thumbnails pane in Normal view. Click the **Slide Show** tab on the ribbon and click the **Hide Slide** button in the Set Up group to toggle the slide visibility.

**Delete a Slide:** Select a slide in the Thumbnails pane (or in Slide Sorter view) and press the **Delete** key, or right-click a slide in the Thumbnails pane (or in Slide Sorter view) and select **Delete**.

**Add Slide Notes:** Click the **View** tab on the ribbon and click the **Notes** button in the Show group to turn on the Notes pane. Enter a slide note to use during the presentation or for slide handouts.

**Apply a Presentation Theme:** Click the **Design** tab on the ribbon. Click the **More** button in the Themes group and select a theme.

**Modify Theme Elements:** Click the **Design** tab, then, in the Variants group, click **Colors**, **Fonts**, or **Effects** to expand the menu and select a new style that coordinates with the current theme.

**Apply Picture Adjustments:** Select a picture, then click the **Picture Format** tab on the ribbon. In the Adjust group, click the **Corrections**, **Color**, and/or **Artistic Effects** button and select an adjustment from the menu.

**Apply a Picture Style:** Select a picture, then click the **Picture Format** tab on the ribbon. Select a style in the Picture Styles gallery.

**Crop a Picture:** Select the picture you want to crop. Click the **Picture Format** tab on the ribbon and click the **Crop** button. Click and drag the crop handles to remove any unwanted areas, then click the **Crop** button again.

**Insert a Shape:** Click the **Insert** tab on the ribbon and click the **Shapes** button. Select the shape you want to use in the menu. Click and drag to place the shape on the slide.

**Change a Shape:** Select a shape, click the **Shape Format** tab on the ribbon, click the **Edit Shape** button, and select **Change Shape**. Select a new shape from the menu.

**Move an Object Forward or Backward:** Select an object, click the **Shape (or Picture) Format** tab on the ribbon, and click **Bring Forward** or **Send Backward**.

**Move an Object to the Front or Back:** Select an object, click the **Shape (or Picture) Format** tab on the ribbon, click either the **Bring Forward** or **Send Backward** button menu arrow and select **Bring to Front** or **Send to Back**.

**Rotate an Object:** Select an object, then click and drag its rotate handle to rotate it.

**Flip an Object:** Select an object, click the **Shape (or Picture) Format** tab on the ribbon, click the **Rotate** button, and select **Flip Vertical** or **Flip Horizontal**.

**Apply a Slide Transition:** Select the slide(s) where you want to add a transition. Click the **Transitions** tab on the ribbon and click the **More** button in the Transition to This Slide group. Select the transition you want to use.

**Modify a Transition:** Click the **Transitions** tab on the ribbon and click the **Effect Options** button. Select an effect option in the menu.

**Apply a Transition to All Slides:** While viewing a slide with a transition, click the **Apply to All** button on the Transitions tab.

**Apply an Animation:** Select the text or object you want to animate and click the **Animations** tab on the ribbon. Click the **Animation Styles** button and select the animation you want to use. Click the **Add Animation** button to add additional animations to the same object.

**Start a Slide Show:** Click the **Slide Show** tab on the ribbon and click either the **From Beginning** or **From Current Slide** button. Or, click the **Slide Show** button on the status bar, or press **F5**.

**End a Slide Show:** While presenting a slide show, click the **Options** button in the toolbar at the bottom left and select **End Show**. Or, press the **Esc** key.

**Advance to the Next Slide:** Click the **Next Slide** button, press the **Spacebar**, click the right mouse button, or press the **Page Down** key.

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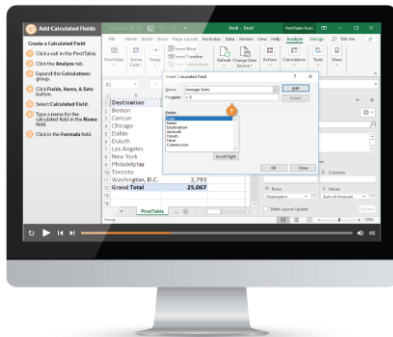
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