

## The Keys of Life

Prompted by an email from another MS Office specialist guy, this blog is all about keyboard shortcuts and the time you can save if you use them regularly. To be honest, I use any opportunity to bang on about their virtues! Indeed, I have been tweeting out my [#ShortcutOfTheDay](#) for a while now on Twitter.

Family, friends, clients and associates know that I love to use keyboard shortcuts. To be honest, I use any opportunity to bang on about their virtues!

So, I'm feeling a bit smug at the minute because I've just been re-reading an article on the web that explains how much time is saved by using keyboard shortcuts instead of using the mouse to achieve the same thing. Apparently you can save **EIGHT FULL WORKDAYS in 240** by utilising keyboard shortcuts! It's all about knowing that one wastes 2 seconds per minute by grabbing the mouse instead of remaining in contact with the keyboard.

Here's the mathematics:

$$\begin{aligned} & \text{Seconds lost per minute} \times \text{minutes in a working day} \times \text{working days per year} \\ &= 2 \times 480 \times 240 \text{ Seconds lost} \\ &= (2 \times 480 \times 240) \div (60 \times 60 \times 8) \text{ Workdays lost} \\ &= 8 \text{ Workdays lost} \end{aligned}$$

Food for thought don't you think?

Sure, if keystrokes are unfamiliar to you then there will be learning time before they become second nature to you, but on this evidence you will certainly reap the rewards if you put in the effort to use them.

There's a whole host of useful keyboard shortcut combinations set up in applications such as MS Office Excel, Word, PowerPoint, Outlook and even Windows itself. Many are really practical, and some are spectacular! I thought that I would use the opportunity of this blog to tell you **my current 35 favourite keystrokes** and in which Applications they work. Check out the table below...

That's it for now. Don't get too addicted will you? If you have time, I'd love to know which are your favourite shortcuts that you often use.

Text me on [07973 507371](tel:07973507371) or email me on [les@101systemworks.co.uk](mailto:les@101systemworks.co.uk)

See you – "Les is more!"

## Shortcuts List

In the list below, WinKey =  Windows Key, marked on keyboard,:

Application	Keyboard Shortcut	Description
Windows	Ctrl+Z	Undo
Windows	Ctrl+O	Open document
Windows	Ctrl+P	Print dialog box ...
Windows	Ctrl+S	Save document
Windows	Ctrl+A	Select All
Windows	Ctrl+X	Cut selection to Clipboard
Windows	Ctrl+C	Copy selection to Clipboard
Windows	Ctrl+V	Paste Clipboard at cursor
Windows	WinKey+E	Go to My Computer
Windows	WinKey+D	Go to Desktop
Windows	Ctrl+Wheel Roll	Zoom (Backwards & Forwards)
Windows	Hold Alt, press Tab	Switch applications
MS Office	Ctrl+N	New document
MS Office	Ctrl+W	Close document in applications
MS Office	Ctrl+F6	Cycle through Open docs
MS Office	Ctrl+H	Find & Replace dialog box
MS Office	Ctrl+Home (End)	Go to first/last point in document
MS Office	F4	Repeat last Action
Excel	F4	Change Refs eg G2à G\$23à G\$23à G\$23à G23
Excel	Ctrl+1	Show Format Cells dialog
Excel	Ctrl+T	Convert list to an Excel table
Excel	Ctrl+` ( <i>grave accent</i> )	Toggle normal / formula display
Excel	Ctrl+; ( <i>semicolon</i> )	Enter Today's date
Excel	Ctrl+' ( <i>apostrophe</i> )	Copy down cell contents from row above
Excel	Ctrl+D	Duplicate top row of selection down the column
Excel	Alt+F1	Make Embedded Chart
Excel	F11	Make Chart sheet from selected data
Word	Ctrl+Enter	Page Break
Word	Shift+Enter	Line break
Word	Ctrl+Delete	Delete the next word
Word	Shift+F3	Change Case of selected text
Word	Ctrl+[	Shrink font size by 1 point
Word	Ctrl+]	Grow font size by 1 point
Outlook	All Word shortcuts above operate in Outlook also	
PowerPoint	B	Black screen toggle
PowerPoint	Esc	Terminate slide show