



FANTASTIC ✨️🪄 FEATURES

(for Word and Excel)

AND WHERE TO FIND THEM

(Here!)

For your entertainment and enlightenment, allow me to present short tutorials on some Word and Excel features that you may find useful in your day-to-day work.

Issue #3

2020

Keyboard Shortcuts

Many users would like to perform some common actions without moving their hands from the keyboard to the mouse. Using keyboard shortcuts can save you time and aggravation.

Keyboard shortcuts are usually a keystroke combination. Some common functions have two keyboard shortcut methods.

Common functions that can be completed using keystrokes:

To make changes to the entire document	CTRL-A
To go to the top of the document	CTRL-HOME
To go to the end of the document	CTRL-END

Other common keyboard shortcuts

Function	CTRL	ALT
File New	CTRL-N	
File Open	CTRL-O	
File Save As		Alt-F, A
File Save	CTRL-S	Alt-F, S
File Print	CTRL-P	Alt-F, P
File Close		Alt-F, C
File Exit		Alt-F, X
Edit Undo		Alt-E, U
Edit Redo		Alt-E, R
Edit Cut		Alt-T
Edit Copy		Alt-C
Edit Paste		Alt-V
Find something	CTRL-F	

Learn these keystroke combinations, and you'll be a wizard ✨️ at keyboarding!

*Have a question or feature you'd like addressed? Contact Caroline Laudig, FSSA Grants Office
Caroline.laudig@fssa.in.gov*