

# Office 365 Shortcuts



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<b>Excel</b>	<b>Instant chart</b> F11	<b>Convert selected cells to table</b> Ctrl T	<b>Insert date</b> Ctrl ;	<b>Format cells</b> Ctrl 1	<b>Insert blank cells, rows or columns</b> Ctrl Shift +	<b>Fully delete a cell</b> Alt E D	<b>Hold Alt to access ribbon shortcuts</b> Alt
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<b>Word</b>	<b>Vertically select text</b> Alt Click & drag	<b>Select text</b> Shift ← ↑ ↓ →	<b>Copy selected text or object</b> Ctrl Click & drag	<b>Indent paragraph</b> Ctrl M	<b>Return to last edit point</b> Shift F5	<b>Insert page break</b> Ctrl Enter	<b>Insert hyperlink</b> Ctrl K	<b>Spell check</b> F7
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<b>Teams</b>	<b>Show commands</b> Ctrl /	<b>Start new chat</b> Ctrl N	<b>Zoom in or out</b> Ctrl + or -	<b>Reset zoom</b> Ctrl 0	<b>"Goto" command</b> Ctrl G	<b>Go to search</b> Ctrl E	<b>Open settings</b> Ctrl ,	<b>Go to message compose</b> C
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<b>Outlook</b>	<b>Flag email for follow up</b> Ctrl Shift G	<b>Add quick flag</b> Insert	<b>Move email to another folder</b> Ctrl Shift V	<b>Copy email to another folder</b> Ctrl Shift Y	<b>Delete email</b> Ctrl D	<b>Select all emails</b> Ctrl A	<b>Mark email as read</b> Ctrl Q	<b>Mark email as unread</b> Ctrl U
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<b>Outlook</b>	<b>Switch to inbox</b> Ctrl Shift I	<b>Switch to mail mode</b> Ctrl 1	<b>Switch to calendar mode</b> Ctrl 2	<b>Switch to contacts mode</b> Ctrl 3	<b>Switch to task mode</b> Ctrl 4	<b>Switch to notes mode</b> Ctrl 5	<b>Display folder list in navigation pane</b> Ctrl 6	<b>Switch to shortcuts</b> Ctrl 7
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